

# **NAWCWD Instruction 7420.1**

**The following selections are referenced on the Family-Friendly Leave Policies Web Page. Please click on the reference to go directly to that page:**

- " Annual Leave, 7420.1 page 3-1**
- " Sick Leave, 7420.1 page 3-9**
- " Leave for Adoption, page 3-9**
- " Family Friendly Leave Act (FFLA), page 3-9**
- " Family Medical Leave Act (FMLA), page 3-13**

## Instructions

**There are two main ways to navigate through this document:**

- (1) Menu Selections:** To go immediately to the first page of a chapter, click on the chapter selections located to the left of this page. If the menu should ever disappear, just click on the 3<sup>rd</sup> button in the lower toolbar located above and it will reappear. The 4<sup>th</sup> button in the toolbar reveals thumbnail pictures of each page which you may also use as a menuing system.
- (2) Contents Page:** Items listed in the contents page can be clicked on. You will immediately be taken to your chosen page.

**You will notice clickable items cause your mouse cursor to turn into a pointing finger instead of an arrow. This is an indication that the selection can be clicked.**

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## **NEW TIME, LEAVE, AND PAY MANUAL APPROVED**

On 9 March 1998, the new Time, Leave and Pay Manual, NAWCWPNS Instruction 7420.1, was approved. Distribution of the new manual is expected to occur sometime in April. (Due to the cost associated with printing of the manual, copies will only be distributed down to the branch level. Departments wishing extra copies must have them printed at their own expense.) The manual has been updated to incorporate the various changes in the rules, regulations and procedures in the areas of absence and leave, hours of work, premium pay, payroll deductions, and timekeeping that have occurred since 1995. An electronic version of the manual can be found at the CL Admin zone, Admin Support server or the Human Resources Department (<http://hrdmugu.mugu.navy.mil/hrd>) Web servers.

In addition to the changes that have occurred prior to the Time, Leave, and Pay Manual being updated, there have recently been changes in the areas of compensatory time off, Sunday Premium Pay, The Federal employee's Family Friendly Leave Act and the SF-71, Application for Leave. The following is a brief description of the major changes that have occurred which result in a new way of doing business.

### **Compensatory Time Off for Prevailing Rate (Wage) Employees**

A new authority has been established which allows Trades and Labor (T&L) or Wage Grade (WG) employees to request compensatory time off in lieu of overtime payments of irregular or occasional overtime work. Previously, there was no authority to give T&L or WG employees compensatory time off. The new compensatory time off policy has been amended to allow T&L or WG employees compensatory time off from their scheduled tours of duty in lieu of overtime payments.

### **New compensatory Time Policy on the Accumulation and Use of Compensatory Time**

On 8 June 1997, the Office of the Assistant Secretary of Defense issued new policy on the accumulation and timely use of compensatory time off. The new compensatory time policy was issued to establish uniform limitations on the accumulation and timely use of compensatory time off throughout the Department of Defense. The policy will apply to all eligible employees including those wage grade employees eligible to earn compensatory time.

The primary changes to the compensatory time policy are: (1) all compensatory time earned on or after 8 June 1997, must be used within 26 pay periods or it will

be paid out at the overtime rate at which it was earned; (2) Compensatory time earned before 8 June 1997, will be placed in an "old compensatory time" account and thereafter will be charged only if the employee has insufficient current compensatory time to cover the compensatory time off requested; (3) wage grade employees may earn compensatory time; and (4) there will no longer be a limit on the number of compensatory hours that can be earned per year.

Implementation of the new policy was placed on hold to allow time for the Defense Civilian Pay System (DCPS) to make the necessary modifications to their system. These changes to the DCPS system are scheduled to be implemented in the near future. Until DCPS is modified, the changes to the compensatory time off policy will not go into effect and the old system will continue to charge the oldest compensatory hours first when an employee uses compensatory time.

When DCPS is modified there will no longer be any limitations on the maximum number of hours of compensatory time an employee may accumulate before it is paid out as overtime. However, all compensatory time earned on or after 8 June 1997 must be used by the end of the 26th pay period after that in which it was earned or it will be paid out at the overtime rate at which it was earned.

With the DCPS modification there will be two separate compensatory time accounts established. The first account will include all compensatory hours earned prior to 7 June 1997. This account will be grandfathered and will only be charged if an employee has insufficient current compensatory time to cover the compensatory time off request. The grandfathered account will remain on the books until it is used or the employee leaves government service. The second account will be for current compensatory hours earned from 8 June 1997 forward.

Once the second compensatory hours earned account is established, the new policy for use of compensatory time earned will begin and there will no longer be any limitations on the maximum number of hours of compensatory time an employee may accumulate before it is paid out as overtime. However, when the compensatory time earned for the second account has aged 26 pay periods that time will be paid out as overtime.

A new Compensatory Time Aging Report is being developed by the Defense Finance and Accounting Service to inform managers of compensatory time that will be paid out if not used within the next several pay periods. Additionally, compensatory time balances will no longer be paid out when an employee transfers to another DOD activity. These balances will be transferred with them.

As a reminder, all non-exempt employees covered under the Fair Labor Standards Act and Wage Grade employees must be given the option of being paid overtime or earning compensatory time. The Overtime/Compensatory Request form (NAWCWPNS 7410/3 (8-95) must be prepared showing the election of either overtime or compensatory time. Exempt employees covered under Title V must earn compensatory time unless preapproval is gained by the Department Head.

### **Payment of Sunday Premium Pay**

Section 636 of Public Law 105-61, enacted on October 10, 1997, implements a permanent restriction on the payment of Sunday premium pay for all Federal employees, including General Schedule and prevailing rate (wage) employees, who are paid from appropriated funds and who do not actually perform work on Sunday. This provision has the effect of prohibiting the payment of Sunday premium pay to employees during any period when no work is performed, including holidays and periods of paid leave, excused absence with pay, compensatory time off, credit hours, or time off as an incentive or performance award. Payment of Sunday premium pay had previously been paid during periods of annual or sick leave based on a May 27, 1993, decision of the U.S. Court of Appeals for the Federal Circuit in Armitage, et al. v. United States.

### **Use of Sick Leave for Family Care or Bereavement Purposes**

On December 5, 1997, the Office of Personnel Management (OPM) announced that regulations permitting the use of sick leave for family care or bereavement purposes will remain in effect following the expiration of the Federal employees' Family Friendly Leave Act on December 21, 1997.

The Federal Employees Family Friendly Leave Act (Public Law 103-388, October 22, 1994) (the Act) amended the law for a 3-year trial period to expand the purposes for which sick leave may be used to include family care and bereavement. Prior to the effective date of the Act, OPM issued final regulations under its permanent regulatory authority to permit covered full-time employees to use a total of up to 40 hours (5 workdays) of sick leave each year to (1) care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; (2) assist a family member who receives medical, dental, or optical examination or treatment; or (3) make arrangements for or attend the funeral of a family member. In addition, the regulations allow a covered full-time employee who maintains a balance of at least 80 hours of sick leave to use an additional 64 hours (8 workdays) of sick leave per year for these purposes, bringing the total amount of sick leave available for family care or bereavement purposes to a maximum of 104 hours (13 workdays) per year.

### **New SF-71, Request for Leave or Approved Absence**

The Office of Personnel Management will be issuing a revised SF-71, Request for Leave or Approved Absence (enclosed). This new version of SF-71 will replace the older one with changes made to accommodate the various new leave policies that have been established during the past few years.

Block #4 of the revised SF-71 indicates that "Care of family member/bereavement . . ." is one of the purposes for which sick leave may be requested. Sick leave used for these purposes does not constitute a separate category of leave but has been incorporated into the form to remind employees that the regulations limit the amount of sick leave that may be used for this purpose (Covered full-time employees may use 40 hours of sick leave each year. An additional 64 hours of sick leave per year may be used for those full-time employees who maintain a balance of at least 80 hours of sick leave.) Departments must continue to track the amount used by each employee in order to ensure that these limits are not exceeded.

Block #4 "Other Paid Absence" is used for additional types of leave or approved absence not already identified. Additional types of paid leave or approved absence are authorized by law, including adjustment of work schedules for religious observances, credit hours under flexible work schedules, home leave, shore leave, absences in connection with funerals, court leave, military leave, and leave for bone-marrow or organ donation

Block #5 has been added as a result of the Family and Medical Leave Act of 1993 (FMLA). The law and regulations require that an employee invoke his or her entitlement to use leave without pay, annual leave, or sick leave under the FMLA prior to using such leave. By checking block #5 at the time leave is requested, an employee provides affirmative evidence that he or she has invoked this entitlement. Failure to check block #5 at the time leave is requested on this form constitutes evidence that an employee has not invoked this entitlement. It should also be noted that the FMLA provides an entitlement to leave for family care purposes only when such leave is used to care for a spouse, son, daughter, or parent of the employee who has a serious health condition.

Supplies of the new SF-71 will not be available for several months. Departments wishing to use the electronic version of the new SF-71 may do so immediately by reproducing forms available on the Office of Personnel Management (<http://www.opm.gov/forms/index.htm>) or Human Resources Department (<http://hrdmugu.mugu.navy.mil/hrd>) Web servers.

### **Site Specific Changes**

**China Lake:**

Leave Charges. The minimum leave charge for all leave except Absence without leave (AWOL) and compensatory leave taken has been changed from increments of one hour to increments of 15 minutes.

Application for Leave. Submission of an SF-71 will no longer be required for each and every absence. The new procedures state that submission of an SF-71 is not mandatory for absences of 3 days or less; however, leave approving officials can require the use of an SF-71 for increments of 1 hour or more for administrative purposes.

Requests for Advance Annual Leave. Employees requesting advance annual leave will need to submit a written request to their Level 3\* competency via their immediate supervisor and chain of command.

Approval for Advanced Annual Leave. Only Level 3\* or above competency managers can authorize the advance of annual leave, in cases where the employee has extenuating circumstances .

\* The new Time, Leave, and Pay manual states only Level 2 competency managers and above can authorize the advance annual leave. This is incorrect. It is Level 3 and above. Changes will be made to the manual.

### **Point Mugu:**

Application for Leave. Absences from duty in excess of 3 consecutive days will be supported by an Application for Leave (Standard Form 71). Previously all sick absences in excess of 3 consecutive days and annual leave in excess of 5 consecutive workdays were supported by a SF-71.

Retention of Applications for Leave (SF-71). All original SF-71's will be retained by the organization that certifies time and attendance in support of leave taken. Previously the SF-71 was forwarded to the Payroll Support Office.

For further information, please contact Peggy Topham at DSN 351-3323 or (805) 989-3323.

**Requests for Advanced Annual Leave:** Employees requesting advance annual leave will need to submit a written request to their Level 3\* competency via their immediate supervisor and chain of command.

**Approval for Advanced Annual Leave:** Only Level 3\* or above competency managers can authorize the advance of annual leave, in cases where the employee has extenuating circumstances. Full implementation of that provision will take place beginning leave year 1999 to give employees ample time to plan their leave.

\* The new Time, Leave, and Pay manual states only Level 2 competency managers and above can authorize the advance annual leave. This is incorrect. It is Level 3 and above. Changes will be made to the manual.



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NAWCWPNS INSTRUCTION 7420.1

From: Commander, Naval Air Warfare Center Weapons Division

Subj: TIME, LEAVE, AND PAY

Ref: (a) Department of Defense Financial Management Regulation,  
Volume 8  
(b) Federal Employees Compensation Act (FECA)  
(c) NAWCWPNSINST 12620.1, Compressed Work Schedule (CWS)  
(d) Code of Federal Regulations, Volume 5, Parts 530, 531,  
532, 534, 550, 551, 572, 581, 591, 610, and 630  
(e) United States Code, Title 5 (Government Organization  
and Employees), Sections 5343, 5541, 5542, 5544, 5545,  
5546a, 5547, 5549, 6103(b), 6304 and 7100, Chapters 16,  
(f) United States Code, Title 29 (FLSA), Sections 201-219  
(g) Family Friendly Leave Act (FFLA) of December 1994  
(h) Title II of Family and Medical Leave Act of 1993  
(Public Law 103-3)  
(i) Military Selective Service Act, Section 9(g)  
(j) Federal Personnel Manual (FPM) Supplement 990-2,  
Book 50  
(k) Defense Civilain Pay System (DCPS) Users Manual  
(l) SECNAVINST 5212.5C, Navy and Marine Corps Records  
Disposition Manual

Encl: (1) Time, Leave, and Pay Manual

1. Purpose. To establish timekeeping and recording of labor dis-tribution responsibilities and procedures at the Naval Air Warfare Center Weapons Division (NAWCWPNS) for the Defense Civilian Pay System (DCPS) according to reference (a).

2. Cancellation. COMPMTCINST 12630.1B, NAVWPNCENINST 7420.2D, NAWCWPNSINST 7410.1.

3. Background. The West Coast consolidated payroll office for DCPS is the Defense Finance and Accounting Service, Denver, Colorado. The consolidated payroll office has overall responsi- bility for coordination and control of the payroll process and is primarily a payroll calculation, distribution, and reporting function. The local Payroll Support Office (PSO), Code 761300D/E, of the Comptroller/Financial Management Department, provides "over-the-counter" liaison services.

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4. Responsibilities

a. Departments are responsible for ensuring that each time-keeper has a copy of this instruction and the manual included as enclosure (1) and that the PSO is kept informed of the number of timekeepers in each department.

b. Each timekeeper is responsible for maintaining an up-to-date copy of enclosure (1).

5. Administrative Management Controls. Policies and procedures represented in this instruction will not hinder the users from implementing a system of administrative management controls that is cost-effective, efficient, effective, and tailored to their operations as long as all regulatory requirements and Command policies are followed.

6. Policy. This instruction contains regulations and procedural information related to absence and leave, hours of work, premium pay, payroll deductions, and timekeeping. The provisions do not, however, represent all regulatory material or exceptions related to any specific subject. NAWCWPNS will use enclosure (1) as the condensed guidance for reporting Time and Attendance (T&A), corrections, certification, etc. To obtain additional assistance in areas, not covered in enclosure (1), contact your personnel management advisor or the PSO.

7. Forms

a. SF-71, Request for Leave or Approved Absence, can be ordered through Sup-R-Mart at China Lake. It is also available on the CL MAINSITE (Apple Talk Zone), 72D Dept Server, ADMIN SUPPORT volume at China Lake and on the NAWCWPNS Internet Website.

b. SF-52, Request for Personnel Action and (OP) NAWCWPNS CL 12200/5 (3-94), Request for Personnel Action (NAWCWPNS overprint) can be ordered through Sup-R-Mart at China Lake.

c. NAWCWPNS 7420/1 (1-94), NAWCWPNS Timesheet; NAWCWPNS 7420/2 (11-92), NAWCWPNS Timesheet - Supplemental Report; NAWCWPNS 7420/3 (8-93), Work Schedule Change; NAWCWPNS 7410/3 (8-95), Overtime Request and Authorization; NAWCWPNS 12300/1 (2-98), Installation Check-Out Record; NAVCOMPT 2282, Overtime/Compensatory Time Request and Authorization; NAWCWPNS 5402/1 (5-95), Delegation of Authority and NAWCWPNS CL 7400/6 Payroll Authorization and Signature Record are available on the CL MAINSITE (Apple Talk Zone), 72D Dept Server, ADMIN SUPPORT volume at China Lake and on the NAWCWPNS Internet Website.

8. Directive Responsibility. The Head, Comptroller/Financial Management Department, Code 760000D, is responsible for keeping this instruction current.

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GLOSSARY OF ACRONYMS/ABBREVIATIONS

AWOL - Absent Without Leave  
AWS - Alternate Work Schedule  
COP - Continuations of Pay  
CWS - Compressed Work Schedule  
DCPS - Defense Civilian Pay System  
DEFAS - Defense Finance and Accounting  
DEMO - Demonstration Project  
DOD - Department of Defense  
DON - Department of the Navy  
ER/LR - Employee Relations/Labor Relations  
FECA - Federal Employees Compensation Act  
FFLA - Family Friendly Leave Act  
FLSA - Fair Labor Standards Act  
FMLA - Family and Medical Leave Act  
FPM - Federal Personnel manual  
GAO - Government Accounting Office  
GS - General Schedule  
HRD - Human Resources Department  
IG - Inspector General  
JON - Job Order Number  
LWOP - Leave Without Pay  
M-F - Monday through Friday  
MER - Master Employee Record  
MWR - Moral, Welfare and Recreation  
NAWCWPNS - Naval Air Warfare Center Weapons Division  
OWCP - Office of Worker's Compensation Programs

GLOSSARY OF ACRONYMS/ABBREVIATIONS (Continued)

OPM - Office of Personnel Management

PCA - Part-Time Career Act

PMA - Personnel Management Advisor

PSO - Payroll Support Office

SES - Senior Executive Service

T&A - Time and Attendance

T&L - Trade and Labor

Taper - temporary appointment pending establishment of a  
register

Title 5 - United States Code, Title 5

Title 29 - United States Code, Title 29

TDY - Temporary Duty

UIC - Unit Identification Code

WAE - when-actually-employed

WG - Wage Grade



CHAPTER 1

GENERAL INFORMATION

1. Time and Attendance (T&A) Reporting. T&A data will be entered by the timekeeper into the electronic timecard, if applicable, or by submitting Naval Air Warfare Center Weapons Division (NAWCWPNS) 7420/1, NAWCWPNS Timesheet to the Payroll Support Office (PSO) for further processing. This biweekly timesheet is the official document for recording of employee time and attendance (T&A) and must be prepared in indelible black or blue ink only. Because the Defense Civilian Pay System (DCPS) is an "exception based" system, the timekeeper will enter only exceptions to the work schedule data (which could also include a standing job order number (JON)); DCPS will assume that the remaining hours of the work schedule were worked and that the standing JON is chargeable. If the employee is not on a set schedule (e.g., first 40), all hours worked are "exceptions" and the timekeeper must clock in all hours of work and enter the amount of hours beside the appropriate JON.

2. Corrections and Additions. Timekeepers may make corrections and additions to previously submitted timesheets by submitting NAWCWPNS 7420/2, NAWCWPNS Timesheet - Supplemental Report. Enter the date for the corrected or supplemental entry. The NAWCWPNS 7420/2 can also be used to submit T&A for new employees who are not in the system. Ensure that pertinent employee data such as employee number, social security number, employee name, work center, pay period ending date, and work schedule information is in the proper blocks.

NOTE: For new employees, a NAWCWPNS 7420/3, Work Schedule Change must accompany the NAWCWPNS 7402/2.

3. Employee Work Schedule. The employee work schedule is an essential part of the master employee record (MER). The work schedule record is a controlling factor in pay calculations. The data elements in the work schedule determine pay entitlements such as premium pays (e.g., 2nd and 3rd shift pay, night differential, and Sunday pay) and proper payment for overtime callback, overtime, Fair Labor Standards Act (FLSA), etc. The work schedule must be kept current and correct. NAWCWPNS 7420/3 can be submitted to the PSO.

4. Requests for Advanced Leave. The policy and procedures for requesting advanced sick or annual leave are contained in Chapter 3 of this manual. The supervisor and Level 3 competency lead must review the request and ensure that all proper supporting documents have been obtained before submitting to PSO for processing.

5. Special Payments. A "special pay" can be requested by an employee whose regular salary was underpaid. The request must be submitted to PSO as soon as the error is found. The guideline for making a "special pay" is that the employee must have received less than 90 percent of his or her regular biweekly pay and allowance. The employee will normally receive special pay within 3 work days of notification to PSO.

6. Overtime and Compensatory Time. The person making the request for overtime or compensatory time must submit NAWCWPNS 7410/3, Overtime Request and Authorization for approval. The requester must be at least one level above the employee. Reference (a), Department of Defense Financial Management Regulation, Volume 8, requires that written approval must be

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obtained before working overtime/compensatory time. The Level 4 competency lead will maintain the NAWCWPNS 7410/3. Supervisors will not approve their own overtime/compensatory time. Approved overtime/compensatory time increments consist of no less than 15 minutes and are recorded with the proper overtime/compensatory time type code.

7. Overtime/Compensatory Time While on Temporary Duty (TDY)

a. Current Timesheet Period. Authorized overtime/compensatory time performed by an employee while on TDY for a period covered by a timesheet that has not yet been submitted is recorded on the timesheet in the normal manner. The appropriate authentication entry for overtime/compensatory time worked is required for all such entries.

b. Prior Timesheet Period. Authorized overtime/compensatory time performed during the TDY period and not recorded on the timesheet will be recorded on a NAWCWPNS 7420/2 when the employee returns to the permanent duty station.

8. Callback Overtime/Compensatory Time. Record the actual time worked on a callback on the timesheet. Minimum pay for callback overtime (2 hours) is calculated by DCPS. The payroll system allows only one JON for the first 2 hours.

9. Holidays, Holiday Work, and Holiday Pay. An employee who performs work on a holiday, designated by Federal statute or Executive Order, is entitled to pay at the basic pay rate, plus premium pay at a rate equal to the basic pay for work that is not more than the employee's regular schedule. Work outside the regular schedule is overtime work on a holiday at the same rate as for overtime on other work days. An employee who is assigned to duty on a holiday is entitled to at least 2 hours of holiday work. No compensatory time can be worked on a holiday unless it is before or after the regular work schedule.

10. Traumatic Injury Leave. Traumatic injury leave is the continuation of an employee's regular pay with no charge to sick or annual leave. It is provided for the employee who incurs an on-the-job injury and cannot return to regular work or light duty. The injured employee could be entitled to a maximum of 45 calendar days. If the employee does not return to work after 45 days due

to the injury, he or she can file for sick leave, annual leave, or leave without pay and a claim for compensation under the Federal Employee's Compensation Act (FECA). Approval by the Human Resources Department (HRD) is required before using traumatic injury type codes on a timesheet.

CHAPTER 2

HOURS OF WORK

(Ref: Department of Defense Financial Management Regulation, Volume 8 and United States Code, Title 5, Chapter 61)

1. General Provisions

a. Basic Work Schedule. Per reference (c), NAWCWPNSINST 12620.1, Compressed Work Schedule, NAWCWPNS has adopted a compressed work schedule (CWS), (5-4/9) for a basic work schedule. The 5-4/9 work schedule consists of eight 9-hour workdays and one 8-hour workday to fulfill the 80-hour per biweekly pay period work requirement. This schedule provides for one additional day off (payday Friday) in each biweekly pay period. Each biweekly pay period is composed of one 36-hour workweek and one 44-hour workweek as follows:

								TOTAL
WEEK	S	M	T	W	T	F	S	HOURS
1	X	9	9	9	9	X	X	36
2	X	9	9	9	9	8	X	44
Pay								80
Period								

(1) Basic Workday. All NAWCWPNS employees work a fixed work schedule with the same hours of work for each scheduled 8- or 9-hour workday. Subject to supervisory approval, employees will select a fixed daily starting time of 0600, 0630, 0645, 0700, 0715, 0730, 0745, or 0800. The lunch period consists of 1 hour scheduled between 1100 and 1300. All employees must be scheduled to work during the basic core hour times of 0800 to 1100 and 1300 to 1600.

(2) Breaks in Working Hours. Breaks in working hours of more than 1 hour will not be scheduled in any basic workday except when it is determined that the organization would be seriously handicapped in carrying out its functions or that costs would be substantially increased. Consult the appropriate personnel management advisor (PMA) before implementing any break in working hours of more than 1 hour.

b. Exceptions to Basic Work Schedule. All employees will work a CWS (5-4/9) as the basic workweek. Organizational exceptions to the basic workweek must be based on workload or customer requirements, cost considerations, or unique organizational requirements. Individual personal hardship exceptions to the basic work schedule are not authorized; however, exceptions to the basic workday for lunch/core hour requirements are authorized.

(1) Organizational Exceptions. Alternate work schedules other than the basic 5-4/9 work schedule can be authorized to meet organizational requirements. Level 2 competency managers should consult with their PMA regarding the availability of optional work schedules. Requests for organizational exceptions to the basic 5-4/9 schedule, including exceptions to the core hour and lunch period requirements, must be based on workload, customer requirements, or cost and can be approved only by the Level 1 competency director. Requests should include a description of the proposed

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work schedule, a list of affected employees, and a brief discussion of the benefits derived from granting exceptions to the basic CWS. Forward requests for organizational exceptions for approval through the normal chain of command, via the Employee Relations/ Labor Relations (ER/LR) Team of the HRD, Code 731000D/E.

(2) Individual Exceptions. Level 2 competency managers can approve individual personal hardship exceptions to the basic core hour times and 1-hour lunch requirement of the CWS when the requested schedule does not place undue hardship on the organization. The employee must describe the available options pursued before submitting the hardship request. The request is submitted to the employee's Level 2 competency manager via the normal chain of command. Approval of exceptions must document what condition(s) the exception is based on and the limits on the duration of the exception. Exceptions are approved only in situations involving legitimate child/elder care needs, after hours educational needs, volunteer community service, car pool arrangements, and recurring medical treatment.

c. Changing Workweeks and Shift Hours

(1) Individual or group changes of the shift hours or workdays are made as required to meet new operational requirements or to obtain more effective use of labor. Written notices of any changes of an employee's scheduled workdays or shift hours must be furnished to affected employees at least 7 calendar days before the effective date of the change. Exceptions to the advance notice are made under the following conditions:

(a) Minimize or eliminate the possibility or probability of threatened damage to life or property due to accidents, disasters, or deteriorating weather conditions.

(b) Permit performance of service functions required to meet unanticipated needs of operating aircraft or fleet units.

(c) Perform required receiving or shipping functions for material and supplies.

(d) Meet unpredicted requirements due to changes in test operations.

(e) Perform emergency maintenance and repair of damage to facilities or equipment.

(2) Supervisors should note the specific requirements of individual negotiated agreements before any tour of duty change. Additionally, they should make every attempt to explain to individual employees the reasons for changes in work schedules.

2. Work Schedule Guidelines

a. Supervisors should keep informed as to the attendance or absence of their employees for whom they are responsible so that their timecard certifications are meaningful. To comply with reference (d), Code of Federal Regulations, Volume 5, Part 610.404, which requires "affirmative evidence" that each employee subject to an alternate work schedule has worked the proper number of hours in a pay period, supervisors will from time-to-time

verify the accuracy of the timekeeping records by monitoring the attendance of employees. This is especially important where potential for fraud could exist such as in instances where the employee is assigned to remote locations separate from that of the supervisor or timekeeper. Supervisors will document that these monitoring events (e.g., telephone verification of attendance) have occurred and keep such records in the office's T&A files.

### 3. Overtime/Compensatory Time

a. Per reference (e), United States Code, Title 5 (Title 5) and reference (f), United States Code, Title 29 (FLSA), overtime/compensatory time in lieu of overtime is granted to civilian employees who perform work in excess of:

1. The specified hours of the basic schedule for that day (usually 9 hours).
2. The specified hours of the basic schedule for that week.
3. Eighty (80) hours in a biweekly pay period.

b. In the case of a part-time employee on a CWS, overtime pay will begin to be paid after the same number of hours of work after which a full-time employee on a similar schedule would begin to receive overtime pay.

### 4. Holidays

a. Observance. The observance of a holiday consists of closing the activity for that day and excusing the employees from work without charge to leave or loss of pay, except for the minimum number of employees necessary to provide essential services.

b. Federal Holidays. The following (and any other day designated a holiday by Federal statute or executive order) are treated as holidays for purposes of pay and leave for Federal employees:

New Year's Day	1 January
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

#### c. Day of Observance for a Holiday

(1) When a holiday falls on an employee's regularly scheduled workday, that workday is the employee's holiday. An employee is entitled to receive no more than 8 hours of basic pay for that holiday. An employee's 8-hour workday during that pay period will be shifted to fall on the holiday and the remaining workdays within the pay period are 9-hours.

(2) When the holiday falls on a day that is one of more than two consecutive nonworkdays (e.g., holiday falls on employee's Flex-Friday when

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the employee's normal nonworkdays are Saturday and Sunday), the holiday is taken on the nearest scheduled workday to the day of the holiday. If the day of the holiday falls in the middle of the nonworkdays, the day of the holiday is the regularly scheduled workday after the holiday.

(3) The only holidays that could fall under the "in lieu of" holiday status are: New Year's Day, Independence Day, Veterans Day, or Christmas Day.

(4) Part-time employees are not covered under reference (e), Section 6103(b) and Executive Order 11582, which authorize designated "in lieu of" holidays for full-time employees. However, agencies can grant administrative leave to part-time employees for such holidays. The NAWCWPNS policy is that part-time employees will be granted administrative leave for "in lieu of" holidays to cover the scheduled number of hours they would have worked if the day had not been designated an "in lieu of" holiday.

## 5. Travel

a. Policy. Supervisors and administrators will take necessary action to ensure that, by proper scheduling and administrative planning, events that can be scheduled or controlled administratively are scheduled to avoid the need for employees to travel on their own time.

b. Changes in Work Schedule Due to Travel and Training. Supervisors and subordinates will determine the appropriate work schedule in advance of a subordinate's scheduled travel or training. Generally, personnel will work the schedule of the temporary duty (TDY) station or training facility. An employee can remain on his or her CWS only if he or she can work the total hours required for the day and the travel or training does not include a CWS day off. If the scheduled travel or training includes a CWS day off, the individual must work a basic workweek schedule (Monday - Friday (M-F), 8 hours a day). When changed to a basic workweek (M-F, 8 hours a day), the employee will remain on that work schedule for the entire pay period(s) while in a travel or training status.

c. Official Travel Status. An employee is in an official travel status when travel is performed according to orders issued by a duly constituted authority. The time required to travel by common carrier over the shortest traveled route, including incidental waiting time and delay en route over which the traveler has no control, is the basis on which travel time is credited. When the traveler chooses an indirect route or a slower means of transportation, or incurs delays over which the traveler has control, the additional time is charged as leave within the basic workweek in which it occurs. This determination is a direct responsibility of the supervisor certifying the travel and TDY assignment involved. In general, travel time and leave charges on the timesheet should conform to the reimbursable per diem allowance allowed in the traveler's travel voucher.

d. Travel Involving TDY Away From Official Duty Station. Reference (e) is used to determine whether time spent by exempt employees in a travel status is considered "hours worked." Nonexempt employees get the benefit of either reference (e) or reference (f), whichever is greater.

(1) United States Code, Title 5. Under reference (e), time spent by any employee in a travel status away from his or her official duty station is considered hours of work when:

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(a) Time spent is within the days and hours of the administrative workweek of the employee, including regularly scheduled overtime hours.

(b) Travel involves the performance of work while traveling (normally, this does not include driving a car); is incidental to travel that involves the performance of work while traveling (e.g., a truck driver riding in a truck to a destination to pick up another truck and driving it back to his or her original duty station); is carried out under arduous conditions (e.g., an employee traveling to a forest fire by foot, on horseback, or in the back of a truck over rough terrain); or results from an event that could not be scheduled and controlled administratively (e.g., an employee traveling to attend a training course put on by a private institution, not specifically for the Government). Although time in a travel status away from an employee's official duty station could meet these conditions for being considered as hours of work, it is not compensable as overtime unless travel outside regularly scheduled duty hours is officially ordered or approved.

(2) United States Code, Title 29 (Fair Labor Standards Act (FLSA)). In addition to the above, reference (f) also considers any time spent outside the regular work hours by nonexempt employees as hours of work:

(a) Work Performed While Traveling. Any time during which a nonexempt employee is required to perform work (writing a report, preparing a presentation, etc.) while traveling is counted as hours worked. In addition, an employee covered by the FLSA who is required to drive a vehicle (private or Government), pilot an aircraft, or pilot a boat to a given destination at the request or on behalf of the employer is also considered to be working while traveling, and is counted as hours worked. For example, under FLSA, if a nonexempt employee is sent to San Diego on travel and the employee drives a vehicle, the driving time is considered to be hours worked.

(b) Travel as a Passenger on a 1-Day Assignment. Travel as a passenger to and returning from a TDY station during the same day is considered part of the employee's principal duties for that particular day; and as such the travel time is considered to be working time.

(c) Travel as a Passenger That Keeps a Nonexempt Employee Away from Official Duty Station Overnight. When a non-exempt employee travels as a passenger to a TDY station and is required to stay overnight or longer, only the time spent traveling during regular working hours is considered hours of work. The same rule applies for travel during normal working hours on nonworkdays as well as regular workdays. However, time spent traveling as a passenger that occurs outside of regular working hours (and outside of corresponding hours on nonworkdays) is not considered hours of work if the travel keeps the employee away from the official duty station overnight and the employee does not perform work while traveling. For example, an employee, whose normal tour of duty is 0700 to 1700, Monday through Friday, travels as a passenger on an overnight trip to San Diego on Friday and returns Saturday. Only the time spent traveling during the normal working hours on both Friday and Saturday are counted as hours worked.

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## OVERTIME (OT) ELIGIBILITY DURING TRAVEL DAYS

The following applies only on the days of travel during nonwork- days or nonwork hours to a DOD controlled activity.\* Use the following matrix to determine overtime:

	EXEMPT EMPLOYEES	NONEXEMPT EMPLOYEES
During Regular Shift Hours	NO	YES  Door-to-Door Door-to-Shift Shift-to-Door (whichever is greater)
Outside Regular Shift Hours	NO	NO

The following applies only on the days of travel, during nonwork- days or nonwork hours to a Non-DOD controlled activity.\* Use the following matrix to determine overtime:

	EXEMPT EMPLOYEES	NONEXEMPT EMPLOYEES
During Regular Shift Hours	YES Actual flight time <u>only</u> , plus travel to or from airport or destination if each trip exceeds 1 hour.	YES Door-to-Door OR Actual flight time <u>only</u> , plus travel to or from airport or destination if each trip exceeds 1 hour.
Outside Regular Shift Hours	YES Actual flight time <u>only</u> , plus travel to or from airport or destination if each trip exceeds 1 hour.	YES Actual flight time <u>only</u> , plus travel to or from airport or destination if each trip exceeds 1 hour.

\*DOD Controlled - training courses, conferences, etc., that are controlled by DOD.



## CHAPTER 3

### ABSENCE AND LEAVE

(Ref: Department of Defense Financial Management Regulation, Volume 8 and United States Code, Title 5, Chapter 63)

#### 1. Introduction

a. General. Periods of absence and leave are sanctioned by statute to allow employees periods of extended leave for rest and relaxation and to provide time off for personal and emergency purposes. However, many disciplinary actions and grievances arise from absence and leave situations. Most of these problems result from the failure to: (a) plan and schedule leave in advance; and (b) request and approve leave according to established procedures. Through sound managerial judgment, good planning, and active cooperation between supervisors and employees, leave can be requested and approved to meet individual employee needs while meeting specific organizational workload requirements. Supervisors are encouraged to contact their competency PMA for advice and assistance to resolve attendance and leave related problems.

b. Leave Charges. Leave can be charged for absences during the regular scheduled hours (not overtime hours) of the scheduled workweek. Leave is charged in increments of 15 minutes. Leave cannot be combined on parts of 2 calendar days to provide for a minimum grant of leave. Employees are charged for the exact amount of time for absences without leave (AWOL) or compensatory leave taken.

c. Application for Leave. Submission of an SF-71, Request for Leave or Approved Absence is not mandatory for absences of 3 days or less; however, leave approving officials can require the use of an SF-71 for increments of 1 hour or more for administrative purposes. Regardless of what procedure is used, approving officials should ensure the request and approval of leave is consistent within the organization. All original SF-71's are retained by the organization that certified T&A in support of leave taken, for a period of 3 years or until audited by the Government Accounting Office (GAO), whichever is earlier.

#### 2. Annual Leave

##### a. General Policy

(1) Annual leave, including leave that will accrue to an employee during the year, can be granted at any time of the year, at the request of the employee and on approval of the supervisor. Although annual leave is provided as a benefit by law and accrues automatically, management has the primary responsibility to determine when and the extent to which annual leave is granted. Generally, this decision is made according to the needs of the organization rather than solely on the desires of the employee. Both employees and supervisors should consider the scheduled workload as well as individual employee preference when planning leave.

(2) Normally, employees should request annual leave well in advance of the requested time off. Employees should request annual leave for vacation purposes early in the calendar year and supervisors should establish schedules of approved leave as soon as possible. In some

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instances, deadlines for establishing leave schedules were determined by negotiated agreement between the Command and labor organizations. To the extent permitted by workload requirements, management will plan to allow each employee annually an extended period for rest and relaxation. Employees are responsible for cooperating with management in scheduling vacation periods and in requesting leave during periods when their services can best be spared.

(3) Supervisors can grant leave on an unplanned basis when, because of emergency or unforeseen circumstances, leave cannot be approved in advance (see paragraph 2b, Unplanned Absences).

b. Unplanned Absences

(1) When due to an unforeseen emergency, an employee needs to use leave that was not previously requested and approved, the employee is responsible for notifying his or her supervisor to report the absence and to request leave. Normally, notification is made by the scheduled start of the employees shift, but no later than 1 hour after. If the supervisor is not available, the employee will inform the acting supervisor or officially designated point of contact that he or she is requesting leave and the reason for the request.

(2) The supervisor determines whether to approve or disapprove an employee's request for unplanned leave. There is no automatic entitlement to leave on the sole basis that unforeseen circumstances, in the employee's opinion, require absence from duty. However, in genuine emergencies, such as serious accident or illness or death in the employee's immediate family, the supervisor should give special consideration to the employee's request and the need to enforce leave reporting requirements. Mere unforeseen circumstances, such as transportation difficulties or ordinary illness of the employee or members of the immediate family, etc., do not justify the failure of the employee to notify the supervisor promptly of an absence.

(3) An employee who fails to report his or her unplanned absence as required or for whom leave is not approved is placed in an AWOL status. The supervisor should make an inquiry into such absences and based on the results could substitute appropriate leave for the AWOL status. If the AWOL status is not changed or the supervisor determines that the employee failed to follow established reporting requirements, the employee could be subject to disciplinary action; AWOL is not in itself a disciplinary action. The supervisor should contact the competency PMA to seek guidance and assistance in these matters.

c. Accrual and Credit

(1) For the purposes of crediting leave, an employee is considered to have been employed for a full biweekly pay period if employed during such period on all days that fall within his or her basic administrative workweek, exclusive of holidays and non-workdays. Leave will accrue to an employee while the employee is in a pay status. Annual leave accrues and is credited as follows:

(a) Full-Time Employees

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- Less than 3 years of Federal service
- 3 years, but less than 15 years of Federal service
- 15 or more years of Federal service
- 4 hours for each full biweekly pay period
- 6 hours for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the calendar year is 10 hours
- 8 hours for each full biweekly pay period

(b) Part-Time Employees. Part-time employees who have a regularly scheduled tour of duty on one or more workdays during each administrative workweek in a biweekly pay period are credited with annual leave as follows:

- Less than 3 years of Federal service
- 3 years, but less than 15 years of Federal service
- 15 or more years of Federal service
- 1 hour for each 20 hours in a pay status
- 1 hour for each 13 hours in a pay status
- 1 hour for each 10 hours in a pay status

(2) Change in Rate of Annual Leave Accrual. Any change in the rate of annual leave accrual will take effect as of the beginning of the pay period following the pay period in which the employee completes the prescribed period of service.

(3) Maximum Accumulation. In most cases, employees are entitled to accumulate annual leave up to a maximum of 240 hours at the end of the pay period in which the last day of the calendar year falls. In some cases, employees serving outside the United States can accumulate up to 360 hours of annual leave. Senior Executive Service (SES) employees are not limited to the amount of annual leave they can accumulate.

#### d. Advanced Annual Leave

(1) Requirement for Advancing Annual Leave. Level 2 competency managers can authorize the advance of annual leave, which will be earned during the balance of the leave year, in cases where the employee has extenuating circumstances. An advance of annual leave is granted only for the number of hours an employee will accrue for the remainder of the leave year. When it is known or reasonably assured that an employee is to be separated or retired during the year, advanced leave cannot exceed the amount that will accrue before the anticipated separation or retirement. When employees are serving under temporary appointments or under probationary or trial periods, advanced leave cannot exceed an amount that is reasonably assured will be subsequently earned. If an employee is indebted for advanced leave at the time of separation or retirement, he or she must refund an amount equal to the indebtedness or the debt is offset through payroll deduction.

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(2) Requests for Advance Annual Leave. An advance of annual leave is a privilege that is granted only in rare and fully justified cases. Employees requesting advance annual leave will submit a written request to their Level 2 competency manager via their immediate supervisor and chain of command. The request should specify the reason for the advance, the number of hours required and should include administratively acceptable evidence to support the request. In reviewing the employee's request, Level 2 competency managers should consider the nature of the request, the anticipated return to work date, the employee's recent work performance and conduct, and the employee's leave record and attendance. If the request is disapproved, the Level 2 competency manager will return the request to the employee with reason(s) for disapproval. If approved, the request is sent to the PSO for processing.

(3) Termination of Previously Approved Advance Annual Leave. When an employee reports to work before using all advanced annual leave, the PSO will cancel any outstanding balance of advanced annual leave. Exceptions to this rule are made only when approval of a work/leave recovery period was included on the advance annual leave request and clearly stated "to be used intermittently."

e. Requiring the Use of Annual Leave

(1) Supervisors can require employees to use annual leave to reduce annual leave accumulations and avoid the possibility of forfeiting annual leave. Employees are given the maximum notice possible in these cases.

(2) An employee cannot be placed on annual leave without his or her consent during any period of notice of adverse action for cause.

(3) The Vice Commander, Commanding Officers, and Level 1 competency directors, have the authority to require employees to use annual leave in the following types of unforeseen circumstances: equipment breakdown, power failure, etc.; lack of materials, transportation strikes; inclement weather, e.g., storms, floods, and other natural phenomena; closing of industrial activities for retooling, equipment overhaul, etc.; temporary reduction in workload; and temporary periods when plant operation is not economical. Level 2 competency managers should contact their respective PMA if supervisors determine the use of annual leave could be required in these instances. In cases of interrupted or suspended operations, employees who cannot be assigned to other work will be required to use annual leave in all cases where 24 hours advance notice can be given. When the use of annual leave is directed and the employee has no annual leave available, the employee will be granted leave without pay (LWOP), if he or she requests it. If the employee does not request LWOP, supervisors should make every effort to assign him or her to other duties which they are qualified to perform. If this is not possible, use furlough as a last resort.

f. Annual Leave Prior to Separation. An employee normally is paid a lump sum for all annual leave credited to his or her account on separation.

g. Restoration of Annual Leave. Employees are entitled to carry over a maximum of 30 days (240 hours) of annual leave into the next leave year. Annual leave in excess of this amount is subject to forfeiture, i.e., use or lose leave.

(1) To be eligible for restoration, annual leave that is subject to forfeiture must be requested and approved in writing before the start of the third biweekly pay period before the end of the leave year. When an employee elects not to request or to use annual leave to avoid forfeiture, he or she is not entitled to have forfeited leave restored for later use.

(2) Employees who are unable to use their annual leave within the leave year and do not think they can show cause to have their leave restored are encouraged to consider donating the leave to those employees registered in the Leave Transfer Program.

(3) Annual leave that was forfeited at the end of the leave year because it exceeded the maximum permissible amount for carry-over, can be restored to the employee if such forfeiture was the result of:

(a) Administrative Error. This provision covers instances where an error was discovered (e.g., an incorrect leave accrual rate or an incorrect calculation of an employee's leave balance), the employee's leave record was adjusted to provide the proper leave credit, and as a result of the error the employee could not use all his or her use or lose annual leave. If such errors occur, employees can submit a request for leave restoration, including an explanation as to when they became aware of the error and the impact of such error on their leave account, to their Level 2 or 3 competency manager for approval.

(b) Sickness of the Employee. This provision provides restoration of leave when illness or injury (or any other medical condition for which paid sick leave would be approved) interfered with the use of scheduled annual leave. Employees can request restoration of annual leave that was forfeited because of illness if the annual leave was scheduled in advance; and the period of absence due to the illness occurred late in the leave year or was of such duration that annual leave could not be rescheduled for use before the end of the year to avoid forfeiture. If an employee forfeits leave because of illness, he or she should submit a request for leave restoration, including a copy of the original SF-71 and medical documentation substantiating that he or she was medically incapacitated, to the Level 2 or 3 competency manager for approval.

(c) Exigencies of the Public Business. Employees can have annual leave that was canceled because of operational demands restored for later use provided that the operational demands are of such major importance as to prevent the use of scheduled leave. An exigency of the public business must be declared in advance of the cancellation of leave. When it is determined that the employee(s) cannot be spared or replaced due to the extremely critical nature of the work requirement, the Level 2 or 3 competency manager for the organization affected by the work requirement will forward a memorandum requesting declaration of an exigency to the appropriate authorizing official. A sample is provided as Figure 3-1. The requesting memorandum must identify the specific circumstances of the work requirement and the employee(s) whose leave requires cancellation to meet that work requirement. The following NAWCWPNS officials are authorized final approval to declare exigencies of the public business:

Commander, NAWCWPNS  
Vice Commander, NAWCWPNS

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Level 1 Competency Directors  
Commanding Officer, Naval Air Weapons Station, Point Mugu  
Commanding Officer, Naval Air Weapons Station, China Lake  
Officer in Charge, NAWCWPNS, White Sands

The decision to approve/disapprove the request is made in writing and returned to the requester as soon as possible. If the request is approved, the supervisor of the affected employee(s) will notify the employee(s) in writing that their leave was canceled. If possible, supervisors should try to avoid forfeiture by rescheduling the leave within the last three pay periods of the leave year at a time that is mutually acceptable to both parties. If rescheduling is not possible by the end of the leave year, the Level 2 or 3 competency manager should forward an approved request for restoration along with a copy of the employee's original SF-71; notice of cancellation of scheduled leave; and the declaration of an exigency, to their servicing PSO for processing. A sample is provided as Figure 3-2.

(4) Procedures for Submitting Requests for Restoration. The Level 2 or 3 competency manager must approve requests for restoration of leave and submit them, via the Employee Relations/ Labor Relations (ER/LR) Team, Code 731000D/E, to the appropriate PSO. Requests must include all supporting documentation such as the employee's original SF-71, medical documentation, notice of canceled leave, and/or declaration of exigency. Incomplete requests for reconsideration, or requests dated or submitted before the end of the leave year, will not be accepted for processing and will be returned to the Level 2 competency manager.

(5) Restored Annual Leave. Employees who have annual leave restored must reschedule and use it no later than the end of the leave year ending 2 years after:

(a) The date of restoration of the annual leave forfeited because of administrative error.

(b) The date fixed by the NAWCWPNS official, or his or her designee, as the termination date of the exigency of the public business that resulted in forfeiture of the annual leave.

(c) The date the employee is determined as recovered and able to return to duty, if the leave was forfeited because of sickness.

h. Annual Leave versus Compensatory Time Off. Normally, compensatory time off is granted before annual leave is approved. If however, the annual leave would otherwise be forfeited, the annual leave is granted before compensatory time off. As with any other kind of leave, use of compensatory time off is subject to the approval of the supervisor based on consideration of workload constraints.

### 3. Compensatory Time Off for Religious Observance

a. General Provisions. When personal religious beliefs require that an employee abstain from work during certain periods for the workday or workweek, the employee can work alternative hours (compensatory time) before or after the granting of compensatory time off by the supervisor.

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Compensatory time is time off work authorized in lieu of overtime pay for unscheduled, irregular, or occasional overtime work performed.

**SAMPLE**

12630  
(Code)  
(Date)

**MEMORANDUM**

From: (Level 2 or 3 Competency Manager)  
To: (Designated Approving Official)

Subj: REQUEST OF DECLARATION OF EXIGENCY

Ref: (a) United States Code, Title 5, Section 6304

Encl: (as required, will be)  
( ) Justification  
( ) List of Employees (only required for two or more employees)

1. Per reference (a), I request that an exigency of public business within the \_\_\_\_\_ be declared from \_\_\_\_\_ to \_\_\_\_\_.

2. The circumstances justifying this request are (complete as required) as follows: ☐ or ☐ identified in enclosure (1). ☐

3. If this request is approved, we will take immediate action to cancel (complete sentence with one of the following) ☐ \_\_\_\_\_ hours of annual leave for \_\_\_\_\_ (employee's name) \_\_\_\_\_; or ☐ annual leave already scheduled and approved for the employees listed in enclosure ( ).

4. If the canceled leave cannot be rescheduled before the end of the leave year and that leave is subject to forfeiture, we will initiate a request for restoration.

(Signature)

**FIRST ENDORSEMENT**

From: (Designated Approving Official)  
To: (Requesting Official)

1. Subject request is \_\_\_\_\_ approved/\_\_\_\_\_disapproved.

Figure 3-1, Request for Declaration of Exigency

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## SAMPLE

	12630
	(Code)
	(Date)

MEMORANDUM

From: (Level 2 or 3 Competency Manager)

To: Payroll Support Office

Via: Employee Relations/Labor Relations Team (Code 731000D/E)

Subj: REQUEST FOR RESTORATION OF ANNUAL LEAVE

Ref: (a) United States Code, Title 5, Section 6304

Encl: (as required, for)

Exigency of Public Business	(1) SF-71
	(2) Declaration of Exigency
	(3) Notification to employee
-or-	canceling annual leave
Sickness	(1) SF-71
-or-	(2) Medical Documentation
Administrative Error	(1) Explanation regarding
	circumstances surrounding
	loss of annual leave.

1. Per reference (a), I request that \_\_\_\_ hours of forfeited annual leave be restored to \_\_\_\_ (employee) \_\_\_\_, pay number \_\_\_\_, (SSN) \_\_\_\_.

2. This employee's annual leave was forfeited due to (select one of the following):

a. An exigency of the public business from \_\_\_\_ to \_\_\_\_\_. Leave could not be rescheduled for use before the end of this leave year. Required documentation permitting restoration is provided in enclosures (1) through (3).

b. Illness (or absence due to an on-the-job injury), extending from \_\_\_\_ to \_\_\_\_\_. Leave could not be rescheduled for use before the end of this leave year. Required documentation permitting restoration is provided in enclosures (1) and (2).

c. Administrative error as identified in enclosure (1).

3. If you have any questions on the above, please contact \_\_\_\_ (supervisor) \_\_\_\_ at telephone number \_\_\_\_.

(Signature)

Figure 3-2, Request for Restoration of Annual Leave

b. Supervisors are expected to reasonably accommodate employee requests to adjust work schedules for personal religious beliefs, unless such modifications in the work schedule would seriously interfere with the



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efficient accomplishment of the mission. The term "personal religious belief" is to be interpreted broadly. Whether the employee's personal religious belief is based on an "established" religion is not an issue in granting such compensatory time off.

c. Employees are expected to inform their supervisors of the impact of their personal religious beliefs on the work schedule well in advance of the date of the impact so the supervisor has sufficient time to plan for the work or time off.

#### 4. Sick Leave

a. General Policy. In the past, sick leave could be granted for medical examination and treatment, employee incapacitation, and care for a family member afflicted with a contagious disease. With the passage of reference (g), the Family Friendly Leave Act (FFLA) of December 1994, the granting of sick leave for purposes of family care, bereavement, and adoption were authorized. As currently authorized by regulation, sick leave can be granted to an employee under the following conditions:

(1) Receiving Medical, Dental, or Optical Examination or Treatment. Normally, examinations will not require approval of leave for the entire workday; therefore, employees are encouraged to schedule examinations early in the morning or late in the afternoon to minimize their sick leave usage.

(2) Employee Incapacitation. Incapacitation for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth.

(3) Family Care. Employees can use sick leave to give care to or otherwise attend to a family member having an illness, injury, or other condition which, if an employee had such condition, would justify the use of sick leave. For example, an employee's child has the flu, if that child were an employee, sick leave would be justified; therefore, sick leave is justified for the employee who gives care to that child. Family member includes the following relatives of the employee: spouse and spouse's parents; children; parents; brothers and sisters; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

(4) Bereavement. Sick leave can be used for purposes related to the death of a family member, including making the arrangements necessitated by the death and attending the funeral. For example, travel, attending memorial services, prefuneral ceremonies, reading of the will, etc. The definition of family member found in paragraph 4a(3) applies.

(5) Contagious Disease. An employee can use sick leave during the time health authorities or a health care provider determines that the employee's exposure to a communicable disease would jeopardize the health of other employees.

(6) Adoption. An employee can use sick leave for purposes relating to the adoption of a child. Granting of sick leave for adoption purposes is made on a case-by-case basis because adoption procedures and requirements differ among jurisdictions and agencies. As a general rule, sick leave is justified for an activity that is necessary to allow an adoption to proceed. For example, appointments with adoption agencies, social workers and attorneys, court proceedings, visitations, and required travel.

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b. Accrual of Sick Leave

(1) Full-Time Employees. Full-time employees accrue sick leave on the basis of 4 hours for each full biweekly pay period. There is no limit on the amount of sick leave that an employee can accumulate.

(2) Part-Time Employees. Part-time employees who have a regularly scheduled tour of duty on one or more workdays during each administrative workweek in the biweekly pay period, accrue sick leave on the basis of 1 hour for each 20 hours in a pay status.

c. Limit on the Amount of Sick Leave Used. There is a limit on the amount of sick leave an employee can use for family care and bereavement each leave year. The basic limit for full-time employees is 40 hours. An additional 64 hours can be used if the use of that leave does not cause the amount of an employee's sick leave balance to fall below 80 hours. The basic limit for a part-time employee or an employee with an uncommon tour of duty is equal to the average number of hours of work in the employee's scheduled tour of duty each week. Additional sick leave, up to the amount accrued during a leave year, can be used if the use of that leave does not cause the employee's sick leave balance to fall below twice the basic limit amount.

d. Administrative Procedures

(1) Requesting Sick Leave

(a) An employee, who is unable to report for duty because of illness or because he or she is required to give care and attendance to a family member who is ill, is responsible for notifying his or her supervisor according to the procedures in paragraph 2b(1)-(3), Unplanned Absences. If other specific requirements are mandated by an employee's supervisor, they will take precedence.

(b) To the extent possible, employees should submit requests for sick leave for medical, dental, or optical examination or treatment; bereavement; or adoption, and have them approved before using the leave.

(2) Granting of Sick Leave

(a) Leave approving officials are responsible for determining in individual cases that the reasons for absence warrant the granting of sick leave, and for prescribing the types of administratively acceptable evidence needed to support sick leave charges. Evidence requirements for family normally are the same requirements applied when an employee requests leave due to incapacitation. When they consider it necessary and appropriate, leave approving officials can require administratively acceptable evidence to support the use of sick leave for bereavement and adoption.

(b) The employee will request approval of leave, either verbally or by submission of an SF-71, as appropriate. Submission of an SF-71, is not mandatory for absences of 3 days or less; however, leave approving officials can require the use of an SF-71 for increments of 1 hour or more for administrative purposes. Regardless of what procedure is used, the request and approval of leave should be consistent within the organization supervised by the approving official.

(c) Normally, an employee's certification is suffi-

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cient for supporting a charge to sick leave for 3 workdays or less. However, for an absence in excess of 3 workdays (or for a lesser period when determined necessary by the leave approving official) evidence other than the employee's certification can be required. As requests for sick leave can vary from an employee's incapacitation; medical treatment/examination; illness, injury, or death of a family member; or adoption, evidence to support such requests will differ from one circumstance to the next. Such evidence can include, but is not limited to, a physician's statement, a copy of a death certificate, adoption documentation, etc. Employees can submit certification in support of the request for sick leave with the request or when they return to duty, as appropriate.

(d) Normally, an employee who calls in sick or reports that he or she is caring for a family member who is ill is carried on sick leave. If sick leave is not available, the employee is carried on annual leave; or, if sick or annual leave is not available, the employee is carried on LWOP. Notification of illness is considered a request for approved leave; therefore, placing an employee on LWOP, if no other leave is available, does not constitute placing the employee on LWOP without his or her consent.

(e) If the leave approving official or other appropriate management official has sound reason to doubt the employee's reason for sick leave, the employee should be charged AWOL pending a decision on the matter. There might be circumstances in which the absence will not justify granting sick leave, but could warrant annual leave or LWOP. However, when sick leave is disapproved and disciplinary action is considered necessary, supervisors should contact their Level 2 competency PMA for advice and guidance.

e. Keeping Supervisors Informed During Sick Leave

(1) Prolonged Absences. An employee, who is on prolonged sick leave, will keep his or her supervisor informed of the progress of his or her recuperation, when the date of his or her return to work is not known. This is not necessary when the expected date of return was arranged in advance by a medical certificate, as with an absence for maternity or surgery.

(2) Brief Absences. After properly requesting sick leave on the first day of absence, normally an employee does not have to call in to his or her supervisor or other designated person on a daily basis. However, the employee will keep the supervisor informed of the circumstances surrounding his or her absence until a tentative return-to-work date is established. The supervisor is responsible for informing the employee how often he or she is required to call in until a return-to-work date is established. The employee is responsible for following such a schedule unless physically unable to do so.

f. Disapproved Sick Leave. If an application for sick leave is disapproved, the period of absence can be charged to annual leave or to LWOP, if requested by the employee and approved by the supervisor. If either annual leave or LWOP is not requested/ approved, the period of absence is charged to AWOL.

g. Where Sick Leave Abuse is Suspected. When there is reason to believe that an employee is abusing sick leave, the leave approving official will take immediate action to investigate the matter, counsel the employee, and take corrective action when appropriate. In all cases, the

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leave approving official will contact his or her Level 2 competency PMA for advice and guidance before initiating corrective action.

(1) Where the Problems Arise from a Pattern of Sick Leave Abuse. In such cases, advise the employee that a medical certificate will be required to support any future granting of sick leave because of a questionable sick leave record. If the employ-ee's sick leave record does not improve, advise him or her in writing that all future requests for sick leave must be supported by a medical certificate acceptable to the supervisor. This written requirement must also explain why the employee is suspected of abusing sick leave. An employee on unplanned absence when a medical certificate is required will be carried on AWOL until the certificate has been submitted and a determination made of the validity of the sick leave.

(2) An Incident of Suspicious Sick Leave Usage. If an individual's request for sick leave appears questionable, the supervisor can ask for additional information (e.g., a doctor's statement). Placing the employee in AWOL status would be appropriate until the questionable request for sick leave is resolved.

h. Sickness During Annual Leave. When a situation arises where an employee can be granted sick leave within a period of annual leave, the employee can request and be granted sick leave with the supervisor's approval, and the charge of annual leave reduced accordingly. Since this would be a change from previously approved leave, the employee will apply for substitution of sick leave for annual leave on a corrected time sheet submitted to their PSO via their supervisor. The employee will apply within 2 days after return to duty and support the application with a medical certificate or other evidence administratively acceptable to the supervisor.

i. Sickness During Leave Without Pay Status. Sick leave is not granted to employees who are on LWOP.

j. Advance of Sick Leave

(1) Requirements for Advancing Sick Leave. Level 2 competency managers can authorize the advance of sick leave to an employee when the employee has a serious disability or illness. When required by the exigencies of the situation, the Level 2 competency manager can grant advance leave for family care, bereavement, or adoption. Sick leave can be advanced as follows:

(a) The amount of sick leave advanced to an employee's account to accommodate the illness or disability of the employee can never exceed 30 days or 240 hours at any time. Sick leave advanced to an employee for the purposes of family care, bereavement, or adoption can never exceed the amount of leave the employee can use for these purposes (i.e., 104 hours) during the leave year.

(b) The employee's available accumulated sick leave must be exhausted. The manager will consider requiring the employee to use any annual leave that might otherwise be forfeited.

(c) When the employee is serving under a temporary appointment, advanced sick leave must not exceed the amount that the employee is reasonably ensured of earning.

(d) Sick leave is not advanced to an employee when you know that the employee is contemplating retirement or resignation or when you anticipate the employee is to be separated.

(e) When advanced sick leave is approved, payment for such leave will cease if circumstances warrant termination of the original grant of advanced sick leave.

(2) Requests for Advance Sick Leave. An advance of sick leave is a privilege that will be granted only in rare and fully justified cases. Employees requesting advance sick leave will submit a written request to their Level 2 competency manager via their immediate supervisor and chain of command. The request will specify the reason for the advance, the number of hours required, and include administratively acceptable evidence to support the request. In reviewing an employee's request, Level 2 competency managers will consider the nature of the request; the anticipated date the employee will return to work; the employee's recent work performance and conduct; and the employee's leave record and attendance. If the Level 2 competency manager disapproves the request, he or she will return the request to the employee with reason(s) for disapproval. If approved, the request will be sent to the PSO for processing. A copy of the request and the supporting medical documentation is retained by the approving Level 2 competency manager for their files.

(3) Termination of Previously Approved Advance Sick Leave. When an employee reports to work before using all advanced sick leave, the PSO will cancel any outstanding balance of advanced sick leave. Exceptions to this rule are made only when approval of a work/leave recovery period has been included on the advance sick leave request and clearly stated "to be used intermittently."

k. Examination of Employees on Return to Duty from Illness or Injury

(1) Occupational Health Clinic personnel must clear employees sent home as a result of occupational injury or disease before they return to work, regardless of the period of absence.

(2) Employees who occupy positions that have medical standards or specific physical requirements and who were absent from work due to illness, injury, or pregnancy for five or more consecutive workdays must be cleared to return to work by the Occupational Health Officer. If circumstances warrant, a supervisor can require employees who occupy positions with medical standards or specific physical requirements to be examined and cleared by the Occupational Health Officer following a lesser period of absence.

5. Family and Medical Leave Act (FMLA)

a. General Policy

(1) Reference (f), Family and Medical Leave Act (FMLA) of 1993, provides Federal employees with a statutory right to 12 administrative workweeks of unpaid leave during any 12 months for:

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(a) Birth and care of a newborn.

(b) Placement of a child with the employee for adoption or foster care.

(c) Care of the employee's spouse, child, parent, or other family member as defined in paragraph 4a(3), with a serious health condition.

(d) A serious health condition making the employee unable to perform the essential functions of his or her position.

(2) An employee will be authorized to take only the amount of family and medical leave that is necessary to manage the circumstances that prompted the need for leave. The 12-month period referred to begins on the date an employee first takes leave for a family or medical need specified above. The employee is not entitled to an additional 12 workweeks of leave until the previous 12-month period ends and an event or situation occurs that entitles the employee to another period of family or medical leave.

(3) Under the FMLA, LWOP is in addition to annual leave, sick leave, advance annual or sick leave, other LWOP, leave made available under the leave transfer program, or compensatory time off. An employee can elect to substitute paid time off, consistent with current laws and regulations governing the granting and use of annual or sick leave, for LWOP under the FMLA. However, the employee must make the decision to substitute paid time off for unpaid leave before the date such paid time off starts.

(4) The employee must invoke his or her entitlement to leave under the FMLA. An employee who meets the criteria for leave and has complied with all requirements and obligations under the FMLA cannot be denied FMLA leave.

b. Request and Approval for FMLA Leave. Employees and management are encouraged to work together in developing leave schedules that meet both the employees' family or medical needs and NAWCWPNS' needs to manage work.

(1) If the need for family or medical leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment, the employee must provide the supervisor 30 days advance notice of his or her intention to take leave under the FMLA. If the need for leave is not foreseeable or the circumstances that prompted the request requires leave to begin within 30 days, the employee shall provide such notice as is practical.

(2) Employees requesting leave under the FMLA will submit a written request to their Level 2 competency manager via their immediate supervisor and chain of command. The employee must sign and date the request, specify the period of the family or medical leave, and indicate whether he or she elects unpaid leave or wishes to substitute paid time off for all or part of the period. Requests for leave due to a serious health condition will require written medical certification by a health care provider.

(3) Level 2 competency managers can delegate authority to grant unpaid FMLA leave up to 30 calendar days. Requests for FMLA leave for more than 30 days, must have Level 2 competency manager approval.

(4) Supervisors cannot interfere with an employee's statutory right to take family or medical leave. This does not preclude discussions on scheduling leave in a manner that assists the supervisor in planning for the performance of work during the employee's absence. Nor does it prohibit the requirement for medical certification, recertification, or subsequent opinions.

c. Intermittent Leave or Reduced Leave Schedule.

(1) Leave for birth and care of a newborn or placement of a child for adoption or foster care cannot be taken intermittently or on a reduced leave schedule unless agreed on by the employee and management.

(2) Leave for care of an employee's spouse, child, or parent with a serious health condition or a serious health condition making the employee unable to perform the essential functions of his or her job can be taken intermittently or on a reduced leave schedule when supported by medical certification.

(3) If leave is taken intermittently or on a reduced schedule based on planned medical treatment or recovery from a serious health condition, supervisors can place the employee in an available alternative position for which the employee is qualified to perform and that can better accommodate recurring periods of absence.

d. Medical Certification. FMLA leave to care for a family member as defined in paragraph 4a(3) or for the employee's own serious health condition must be supported by certification issued by a health care provider and be provided by the employee in a timely manner.

(1) The medical certification must include the date the serious health condition started; the probable duration of the serious health condition; and the appropriate medical facts regarding the serious health condition, including a general statement as to the incapacitation, examination, or treatment that could be required.

(2) The medical certification supporting the need for leave to care for an employee's family member must include a statement that the patient requires assistance for basic medical, hygiene, nutritional, safety, or transportation needs or that the employee's presence is beneficial or desirable for the care of the individual. The employee is required to indicate on the request for leave, the care he or she will provide and an estimate of the period during which he or she will provide care.

(3) The medical certification supporting the need for leave for the employee's serious health condition must include a statement that the employee is unable to perform the essential functions of his or her position. The employee's supervisor will provide a statement of the essential functions of the employee's position to assist the health care provider in making this determination.

(4) If the employee is unable to provide the requested medical certification before leave is to begin, leave on a provisional basis can be approved. If the employee is unable to provide the required certification, the leave granted provisionally is charged to the employee's appropriate

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paid leave account. In addition, appropriate disciplinary action will be taken against any employee who knowingly provided false certification of the need for leave.

(5) Supervisors can require an employee on leave to obtain medical recertification, not more often than every 30 calendar days, on the continuing need for leave. It is reasonable to require recertification less frequently when the health care provider has certified that a course of treatment will last a specified period time (e.g., 6 weeks).

(6) To remain entitled to leave under the FMLA, the employee or his or her family member, must comply with any requirement from supervisors to submit to examination (though not treatment) by a health care provider. If the individual refuses to submit to such examination and the employee fails to provide a completed medical certification to the requesting authority, the employee can be denied leave under the FMLA.

#### 6. Absence in a Nonpay Status

a. LWOP. LWOP is a temporary nonpay status and absence from duty granted on an employee's request. The permissive nature of LWOP distinguishes it from AWOL. Career employees can be granted a maximum of 1 year LWOP with each request. Extension may be granted beyond 1 year with concurrence of the HRD.

b. Discretionary LWOP. LWOP can be granted when there is reasonable expectation that the employee will return at the end of the approved period and when it is apparent that at least one of the following benefits would result:

(1) Increase job ability. LWOP can be granted for education or training to increase job ability when such training will benefit NAWCWPNS.

(2) Protection or improvement of the health of an employee or his or her family member. LWOP can be granted when an employee is physically incapacitated for work or when it is necessary for the employee to care for a family member due to illness or injury.

(3) Retention of a desirable employee.

(4) Furtherance of a program of interest to the Government (e.g., Peace Corps).

c. Required LWOP. Some situations require granting LWOP as a matter of law, regulation, or policy. The mandatory requirement for granting leave in such situations is based on the assumption that the employee has followed leave procedures and has provided documentation acceptable to the supervisor supporting the LWOP request. Situations that could require mandatory LWOP are:

(1) When it is necessary for a disabled veteran to go for medical treatment.

(2) When it is necessary for reservists and National Guardsmen to perform military training duties under the provisions of reference(i), the Military Selective Service Act of 1967, Section 9(g).



(3) To protect an employee's status and benefits during any period of pending action by the Office of Workers' Compensation on a claim resulting from a work-related illness or injury. Activities are urged to keep the employee on the LWOP rolls for up to 1 year, with possible extensions if the employee might be able to return to work by the end of the extension period.

(4) Pending final action of the Office of Personnel Management (OPM) on an application for disability retirement, if necessary, after all sick and annual leave is exhausted.

(5) Up to 90 days LWOP is granted to employed dependents of transferring military and civilian personnel who are required to move on rotational assignments, in a transfer of function or a relocation of an activity, or who accept another Federal job outside of the commuting area. The purpose is to allow the dependent an opportunity to seek Federal employment at the new activity.

d. Request for LWOP. The employee will submit requests for LWOP for less than 30 calendar days on an SF-71, and have the immediate supervisor's approval. Requests for LWOP in excess of 30 calendar days (or for extensions that would amount in total to more than 30 days), are submitted to the Level 2 competency manager on an SF-52, Request for Personnel Action. The request will contain the following information, either on the SF-52 or on an attached memorandum:

(1) Signed request of employee giving reason for requesting leave.

(2) If for educational purposes, a statement that employee was accepted by the school and that a certificate of attendance will be forwarded after registration.

(3) If for health reasons, a statement from the employee's physician could be required.

## 7. Military Leave

### a. General Policy

(1) Employees who are serving permanent, temporary indef-inite, term, or temporary appointments pending establishment of a register (TAPER), and who are members of the National Guard or Reserve components of the Armed Forces of the United States accrue 15 calendar days of military leave per fiscal year for active duty or when engaged in field or coast defense training. They also are able to carry over into the new fiscal year 15 calendar days of unused military leave.

(2) If an employee or individual is employed on a part-time career employment basis, the rate at which military leave accrues is a percentage of the rate described above. This rate is determined by dividing 40 into the number of hours in the regularly scheduled workweek of the employee.

(3) Employees who are activated to enforce the law or to assist civil authorities protecting or saving life or property or preventing injury are authorized military leave not to exceed 22 workdays in a calendar year. Pay (other than travel, transportation, and per diem allowances) received

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for military service under this provision of the law is credited against the pay for the employee's civilian position for the period the employee is on military leave.

(4) Employees are not eligible for military leave for the following types of service:

(a) Inactive duty to attend weekly drills or weekend training.

(b) Summer training as members of Reserve Officers' Training Corps.

(c) Participation in parades by members of State National Guard.

(d) Civil Air Patrol service when established as a civilian auxiliary of the United States Air Force.

(e) Time taken on a workday to travel to the place where the training is to begin, unless military training orders encompass the period of travel time required.

b. Granting Military Leave

(1) Employees will normally request military leave by submitting an SF-71, to their supervisor as far in advance as circumstances permit.

(2) Either before or on return from active duty, the employee will submit an official copy of his or her orders to the supervisor to substantiate the request for military leave. Supervisors will forward the orders to the PSO for final adjustment of the employee's leave.

c. Other Types of Leave. Charge to other types of leave (e.g., annual, LWOP) can be granted when military leave is not applicable, or was exhausted. An employee who is a member of the military reserves or the National Guard must be granted annual leave or LWOP for active duty if he or she is not entitled to or has exhausted his or her military leave. There is no duration of such leave.

8. Excused Absence

a. General

(1) An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. Excused absence can be granted in limited circumstances which:

(a) Relate directly to the mission of the activity.

(b) Enhance the professional development or skills of the employee in his or her current position.

(c) Are officially sponsored/sanctioned by the senior member of the employing agency/unit.

(2) Excused absences are for specific purposes and times authorized at the time of excusal. The employee is responsible for returning to duty at

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the end of the specified period or making arrangements, whenever possible, to request from the immediate supervisor another appropriate form of leave. If such arrangements are not made, the employee is carried in an AWOL status.

b. Guidelines. When practical, without interfering seriously with operations, supervisors have the authority to grant excused absence in limited circumstances for the benefit of the agency/ unit's mission or a Government wide recognized and sanctioned purpose. Supervisors should use the following guidelines when granting employees excused absences.

(1) Registration and Voting

(a) Voting. If necessary, administrative excused time is given to eligible employees to allow them to vote in National, State, or municipal elections or referendums when polls are not open a sufficient amount of time outside of the employee's regular work hours. Generally, an employee is excused from duty to permit him or her to report for work 3 hours after the polls open or to leave work 3 hours before the polls close, whichever results in the lesser amount of time off.

(b) Registration. For employees who vote in jurisdictions that require registration in person, excused time to register is granted on the same basis as for voting. No time is granted if registration can be accomplished on a nonworkday and the place of registration is within reason, 1 day, roundtrip travel of the employee's residence.

(2) Blood Donation. Employees who make blood donations can be granted excused absence to travel to the donation site and to recover. Normally, the excused time is for periods not in excess of 4 hours.

(3) Taking Examinations. Employees who take examinations required by their present positions, including re-examinations, can be granted excused absence if the test is conducted during regularly scheduled working hours.

(4) Participation in Military Funerals. Excused absence for this purpose is limited to funeral ceremonies for members of the Armed Forces whose remains are returned to the United States from abroad for final interment in the United States.

(5) Funeral of an Immediate Relative Killed in the Line of Duty in the Armed Forces. An employee is granted excused time to attend the funeral of an immediate family member who dies as a result of wounds, disease, or injury incurred while serving in the Armed Forces within a combat zone. Generally, 8 hours to attend the funeral, plus necessary travel time, is authorized.

(6) Tardiness and Brief Absence. Tardiness and brief absence from duty of less than 1 hour can be excused at the discretion of the immediate supervisor. The absence can be compensated for by additional work or, with the employee's signed SF-71, be charged against annual leave, compensatory time, or LWOP.

(7) Allowance for Termination. As practical, and as administratively deemed appropriate, employees are allowed up to 2 hours during the last day of work performed by the employee to obtain clearance from NAWCWPNS.

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(a) When possible, second and third shift employees are changed to the day shift for termination clearance, provided the employee gives 3 days advance notice of termination.

(b) Employees not on day shift due to insufficient notice, and those on LWOP, will clear on their own time.

(c) Overtime is not paid for termination clearance.

(8) Volunteer Service. As a general rule it is inappropriate to pay an employee engaged in volunteer services. If an employee is paid his or her regular salary while performing services on a voluntary basis, the employee in essence would no longer be a "volunteer." However, it could be appropriate, under limited conditions, to excuse employees from duty for brief periods of time without loss of pay or charge to leave, to participate in volunteer activities directly related to the NAWCWPNS mission; or officially sponsored or sanctioned by NAWCWPNS; or if the service will clearly enhance the professional development or skills of the employee in his or her current position.

(9) Special Events. Individual employees can be granted excused absence, up to 59 minutes, to participate in civil activities which the Government is interested in recognizing or encouraging. Supervisors will make these decisions on a case-by-case basis. Anything above 59 minutes, must be approved by the Command.

#### 9. Court Leave

a. General Policy. Department of the Navy (DON) policy states all employees have a civic responsibility to respond to calls for jury and other court services. Requests to the court to release employees from jury duty because of critical work needs are made for exceptional situations only.

##### b. Jury Service

(1) Employee Eligibility. Court leave for jury duty is granted to permanent and temporary employees, both full-time and part-time except for those employed on a substitute, when-actually-employed (WAE), or intermittent basis. To be granted court leave, the employee must submit to the supervisor a copy of the official summons for jury service before the beginning date of such service. The PSO will retain the supporting documentation.

(2) Duration of Jury Duty. An employee under proper summons from a court to serve on a jury is granted court leave of absence with pay for the entire period, from the date stated in the summons on which the employee is required to report to the court to the time discharged by the court, regardless of the number of hours per day or days per week actually served on the jury during which the employee is excused or discharged by the court, either for an indefinite period subject to call by the court or for a definite period in excess of 1 day. An employee is required to return to duty or suffer a charge against annual leave when he or she is excused from duty for 1 day or a substantial part of a day. The employee cannot, however, be required to return to duty if it results in hardship on the individual (e.g., if service is performed outside the commuting area of NAWCWPNS).

(3) Jury Fees and Allowances

(a) Employees absent from regularly scheduled duties to serve as jurors in a State or local court, should collect all fees and allowances payable as a result of the jury service. Employees must turn into the PSO any compensation received for jury duty. Employees who receive compensation for jury duty are permitted to keep any excess of the jury fee over the amount of compensation due them. Additionally, employees are permitted to keep any allowances for mileage and subsistence authorized by law to cover actual expenses incidental to jury service. Fees turned in must be in a money order or personal check made out to the Treasurer of the United States. An employee who waives or refuses to accept jury fees is still liable to the Government for the fees he or she would have received.

(b) Full-time and part-time employees who perform jury service on nonworkdays outside their regular tour of duty, for which nonworkdays Federal salary is not paid, are entitled to retain the fees received for such service.

(c) Employees with a regularly scheduled tour of duty who perform jury service, that does not conflict with their hours of employment, can retain the usual fees for jury service. However, if the employee performs jury service in a Court of the United States during any of the hours in which he or she is in a pay status in a Federal position, he or she cannot be paid any jury fees for that day.

(d) Employees can retain fees received for jury service on a holiday falling within their basic tour of duty provided that had they not been on jury duty; they would have been excused from their regular duties on the holiday.

(e) An employee who is in an LWOP status when called for jury service and consequently not entitled to court leave can retain jury fees and per diem allowed for each day's attendance in court and for the time necessarily occupied in traveling to and from the court.

c. Witnesses

(1) Witnesses in Official Capacity. Employees summoned or assigned by NAWCWPNS to testify in an official capacity or to produce official records, are in an official duty status and entitled to their regular compensation without regard to any entitlement to court leave. Employees are considered to be witnesses in an official capacity when they are called as witnesses in the official capacity of a position they formerly held in the Federal service, or as witnesses in the official capacity of the position they currently hold. Employee's summoned to testify in an official capacity or to produce official records must inform the Office of Counsel before reporting.

(2) Witnesses in Nonofficial Capacity. Employees summoned as witnesses in a judicial proceeding to testify in a nonofficial capacity in connection with any judicial proceeding to which the United States Government, the Government of the District of Columbia, or a state or local government is a party, are entitled to court leave during the time the employees are absent as witnesses. When employees are summoned or assigned by NAWCWPNS to testify in a nonofficial capacity on behalf of the United States Government or the Government of the District of Columbia, they are in

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an official duty status and entitled to regular compensation without regard to any entitlement to court leave. If the witness service in a nonofficial capacity is performed on behalf of a private party and the United States Government, the Government of the District of Columbia, or a state or local government is not a party, the employee's absence from duty is charged as either annual leave or LWOP and they can accept the incidental fees and expenses.

(3) Witness Fees

(a) Employees are not paid witness fees when testifying on behalf of the United States Government or the Government of the District of Columbia; however, they are paid their regular salaries. The time served as witness is official duty and cannot be deducted from annual leave.

(b) Employees who are called as witnesses for the United States Government or the Government of the District of Columbia while absent from their duties on LWOP, for the entire period they serve as a witness, may accept and retain witness fees.

(c) Employees who testify in an official capacity on behalf of a party other than the United States Government or the Government of the District of Columbia or if they are summoned as witnesses in a nonofficial capacity in connection with any judicial proceeding to which the United States Government, the Government of the District of Columbia, or a state or local government is a part, are required to collect the authorized witness fees and submit the fees to the PSO.

CHAPTER 4

PREMIUM PAY

(Ref: Department of Defense Financial Management Regulation, Volume 8 and United States Code, Title 5, Chapter 55)

1. Overtime

a. Overtime Entitlement. An employee's entitlement to overtime pay is based on whether or not he or she is under the jurisdiction of reference (e), Title 5 or under the provisions of reference (f), FLSA pay rules. The determination as to whether an employee is exempt from coverage by the FLSA (covered by Title 5 rules only) or is nonexempt from the coverage of the FLSA (covered by FLSA and Title 5) is a classification issue based on the duties of the position.

b. General Provisions

(1) General Overtime Guidelines Applicable to Both FLSA and Title 5. Employees who work a regular schedule, basic 40-hour workweek, are paid overtime for work in excess of 8 hours in a day or 40 hours in a week under both FLSA and Title 5 rules. Employees assigned to a compressed work schedule (e.g., 5-4/9, 4/10) earn overtime pay under both FLSA and Title 5 rules for hours worked in excess of 80 hours in a biweekly pay period or for hours worked in excess of those hours the employee is scheduled to work in a day.

(2) Suffered and Permitted Overtime. Nonexempt employees are entitled to overtime pay when they are allowed to work overtime hours. Under FLSA rules, a nonexempt employee does not have to be officially ordered to work overtime to be eligible for overtime pay. If a supervisor is aware of a nonexempt employee's performance of overtime work or the supervisor has reasons to believe that overtime work is being performed by a nonexempt employee and allows it to happen, the nonexempt employee can claim overtime pay. Nonexempt employees who were allowed to or permitted to suffer overtime work can claim it if the overtime work was in excess of 15 minutes an occurrence. Supervisors must minimize overtime worked and are responsible for ensuring their employees are not allowed or permitted to suffer unauthorized overtime.

(3) Officially Ordered or Approved. Exempt employees are entitled to overtime compensation only when the overtime is duly authorized or ordered in advance. The DON policy is that exempt employees whose rate of pay exceeds the rate of pay at General Schedule (GS)-10, step 10, should be required to receive compensatory time in lieu of overtime pay until 80 hours of compensatory time is accrued. The employee's Level 2 competency manager can grant exceptions to this policy for each specific case.

(4) Rate of Overtime Compensation

(a) United States Code, Title 5. The Title 5 (exempt employee) overtime rate is one and one-half times the hourly rate of basic pay for those employees whose rate of basic pay does not exceed the minimum rate for GS-10 (including any interim geographic adjustment, special pay, locality-based comparability). For those employees whose rate of basic pay exceeds the minimum rate for GS-10, the overtime hourly rate is one and one-half

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times the hourly rate of basic pay at the minimum rate for GS-10. An employee is paid premium pay under Title 5 rules only to the extent that the payment does not cause the total of his or her basic pay and premium pay (overtime, night pay, holiday work, Sunday work, and standby duty) for any pay period to exceed the maximum rate for a GS-15 (including any interim geographic adjustment, special pay, locality-based comparability).

(b) United States Code, Title 29 (FLSA). FLSA (nonexempt employee) overtime is compensated at one and one-half times the employee's "hourly regular rate" of pay. There are no maximum earning limitations under FLSA.

c. Call Back. Irregular or occasional overtime work performed by an employee, for which the employee is required to return to his or her place of employment, is deemed to be at least 2 hours duration for the purpose of premium pay. Demonstration Project (Demo)/GS employees can be compensated for call back time either in money or by compensatory time off.

d. Standby Duty. An employee in a position requiring the employee to regularly remain at, or within the confines of, his or her official duty station during longer than ordinary periods of duty, a substantial part of which duty consists of remaining in a standby status rather than performing work, can be paid a premium pay on an annual basis, instead of being paid the premium pay prescribed for regularly scheduled overtime, night work, holiday, and Sunday work. This premium pay is set at an appropriate percentage, not in excess of 25 percent of the part of the employee's rate of pay that does not exceed the minimum rate of the basic pay for GS-10.

e. On-Call Status

(1) The services of particular employees with specific skills or abilities can be required under circumstances that cannot accurately be predicted in advance, such as power plant, utility, or other equipment breakdowns; the unanticipated arrival at the activity of work that must be accomplished immediately; and the occurrence of natural disasters. Where the probable or potential need for such employee's services can be determined in advance, the employees can be required to provide information as to where to reach them. No further demand can be made on the employees without incurring the risk of an obligation to compensate them on a standby basis.

(2) No compensation is payable to employees for being on call, as the employees' time is their own and no restriction or limit is, or can be, placed on freedom of movement or freedom to engage in personal activities of their selection. If an employee is called in to perform work outside his or her regularly scheduled workday or the scheduled workweek, the employee is compensated according to the provisions of this instruction relating to overtime and call back overtime.

2. Overtime Authorization

a. Basic Rules

(1) Overtime work is authorized only in emergencies or in cases of real necessity. Examples of situations where paid overtime or compensatory time worked is warranted are:



- (a) Urgent fleet readiness.
- (b) Emergencies.
- (c) Safeguarding life and property.
- (d) Individual situations where savings are clearly demonstrated.
- (e) When overtime work is in the best interests of the activity.

2. Plan work schedules to take account of fluctuating and peak workloads. Based on effectiveness in meeting schedules and when resulting in overall savings, consider:

- (a) Use of part-time and intermittent employees and full-time employees in temporary positions.
- (b) Contract work.
- (c) Maximum use of shift work.

b. Approval Process

(1) All overtime work, whether paid or compensated with time off, must have advance, written approval, whenever possible. In cases of emergency when it is not feasible to provide advance approval for overtime work, record the overtime approval not later than the first normal working day after the work is performed. Use NAVCOMPT 2282, Overtime/Compensatory Time Request and Authorization.

(2) DON policy requires the Level 2 competency manager having fund cognizance give advanced approval for overtime pay before such premium costs are placed against a customer's fund authorization.

(3) The approval of overtime or compensatory time is made at least one organizational level above the level requesting the use of overtime or compensatory time.

(4) Any of the following methods for approval of overtime can be used:

(a) Daily Basis. The overtime authorization will indicate pay number, name, date, and number of hours anticipated each employee will work for one specific day.

(b) Pay Period Basis. The overtime authorization for a biweekly pay period will indicate pay number, name, date, and number of hours anticipated each employee will work on each date for a period not in excess of one biweekly pay period.

(c) Approval for a Specific Job. The overtime authorization will specify the number of hours/dollars of overtime to be worked/expended during a specific period (not in excess of a fiscal quarter) for a specific organizational component of the NAWCWPNS, for a specific task. The hours/dollars used are controlled by the competency manager of the organizational component requesting the overtime. To prevent

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over expenditure, such hours/dollars are checked, based on certified T&A and labor distribution reports, by the office performing the payroll or accounting function for NAWCWPNS.

(5) While the objective is to reduce the amount of paid overtime, nothing in this instruction is to be construed as encouraging or condoning the ordering or approval of unrecorded overtime work.

c. Delegation of Authority

(1) The authorization to approve work performed on overtime or compensatory time is delegated to Level 2 competency managers, provided that the overtime is within the competency's approved annual overtime guidelines and is made according to procedures in this instruction. This authority can be redelegated in writing to at least one organizational level above where overtime is ordered, (e.g., if a Level 4 competency manager requests that overtime be worked, Level 3 competency manager approval is required). The authority to approve overtime when Level 2 competency guidelines are reached is delegated as follows:

(a) Vice Commander for command staff activities.

(b) Competency directors and NAWS Commanding Officers for competencies under their cognizance.

d. Responsibilities

(1) Level 2 Competency Managers are Responsible for:

(a) Establishing controls necessary to ensure that work outside of regularly scheduled hours is kept to the lowest level possible commensurate with effective and efficient operations. The biweekly Overtime/Compensatory Time Report generated by the Payroll Office will assist in monitoring overtime and compensatory time use. The report identifies the following conditions that could be contrary to DON guidance on civilian overtime and compensatory time administration:

1. Employee was paid overtime or credited compensatory time and used annual leave during the pay period.

2. Employee used annual leave during a pay period when a compensatory time balance was available.

3. Employee with 30 or more cumulative paid over-time or compensatory time hours during three consecutive pay periods.

4. Employee exempt from the FLSA with paid over-time during a pay period.

5. Employee with paid overtime or credited compensatory time that was reduced because of the biweekly earning limitation.

(b) Review the Overtime/Compensatory Time Reports to ensure compliance with NAWCWPNS guidelines (and retain the reports, with documentation/justification for each condition, for 1 year).

(c) Ensuring that employees delegated authority to sign timecards are familiar with the timecard certification responsibility. This includes the necessity of ensuring that properly approved overtime authorizations are on file with the Overtime/Compensatory Time Reports for all overtime recorded on the timecard before submission to the PSO.

(d) Providing the PSO with NAWCWPNS 7410/3, Overtime Request and Authorization, for each delegation of authority to approve overtime.

(e) Maintaining an audit record of all overtime work authorized for a period of 3 years.

1. The Level 2 competency manager can use a record of their own design to record weekly overtime work approved or use NAVCOMPT 2282. As a minimum, the record must show: the amount of overtime authorized, in hours; the employee(s) who will perform the overtime; a statement of the workload condition requiring the use of overtime; the date and time for which overtime was authorized; indication as to whether the overtime work is to be paid by overtime pay or compensatory time off; the name of the person authorizing the overtime; the name of the person or activity authorizing the use of the funds to be charged; and in the case of employees receiving pay exceeding the maximum rate for GS-10, who are to receive overtime pay in lieu of compensatory time, the approval of the next higher level of supervision.

2. The "From" block is the requesting official's organization designator. The requesting official will complete the form including the "Justification" block and the signature and title line. The "Via" block is for the fund authorization and is approved by the official having cognizance of the funds being charged. The "Via" block also can be used for other levels of approval required by individual Level 2 competency managers. The "To" block will include the approving official's organization name and designator. The "Authorization" block is signed and dated by the approving official who will designate approval or disapproval as appropriate. Figure 4-1 is a sample for overtime and compensatory time work.

(2) The Head, Comptroller/Financial Management Competency, Code 760000D, is responsible for:

(a) Issuing annual overtime guidelines for each Level 2 competency, indicating the total number of direct and overhead hours of overtime that each Level 2 competency manager can authorize without prior approval of NAWCWPNS management as indicated in paragraph 2c.

(b) Conducting periodic examinations to establish after-the-fact verification of overtime hours and to evaluate compliance to civilian pay regulations.

(c) Advising Level 2 competency managers and employees of compensatory time hours accrued when the total equals or exceeds 60 hours. This notice must allow Level 2 competency managers time to institute necessary action so employees will not exceed the 80-hour limit of compensatory time that automatically places them in the overtime pay category.

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(d) Providing Level 2 competency managers timely and accurate reports indicating the hours and dollars expended against overtime work by competency employees. These reports will be provided in a format and frequency that will allow Level 2 competency managers to carry out their responsibilities.

e. Labor Union Agreements. The NAWCWPNS has agreements with five labor organizations. They are:

- (1) Indian Wells Valley Metal Trades Council (China Lake)
- (2) International Association of Firefighters (China Lake)
- (3) International Brotherhood of Police Officers  
(China Lake)
- (4) National Association of Government Employees  
(Point Mugu)
- (5) National Federation of Federal Employees (White Sands)

These agreements include articles on overtime that must be followed along with the provisions stipulated in this instruction.

f. Audit. Command Evaluation Staff records pertaining to continuous reviews of overtime worked are retained by that office for review and evaluation by the Inspector General (IG) during command inspections, and by the Navy audit offices during periodic audits of activities.

### 3. Compensatory Time Off in Lieu of Overtime Pay

a. GS and Demo Project Employees. GS and Demo project employees can request compensatory time off from their scheduled tours of duty instead of payment for an equal amount of time spent in irregular or occasional overtime work. DON policy is:

(1) Exempt employees whose rate of pay exceeds the rate of pay of a GS-10, step 10 employee, do not have a choice between compensatory time and overtime. They are required to receive compensatory time in lieu of overtime pay until 80 hours of compensatory time is accrued.

(2) Nonexempt employees and employees paid less than the rate of pay of a GS-10, Step 10 employee cannot be required to receive compensatory time off.

(3) Compensatory time cannot be granted where payment of overtime would cause the employee's pay for the pay period to exceed the maximum rate for a GS-15 (including any interim geographic adjustment, special pay, locality-based comparability).

### b. General Provisions

(1) Maximum Amount of Unused Compensatory Time Creditable. There are no longer limitations on the maximum amount of compensatory time an employee can accumulate before it is paid out as overtime. However, when the compensatory time earned is aged 26-pay periods, that time will be paid out as overtime.

(2) Exception. Normally, compensatory time off is granted before annual leave is approved. If annual leave would otherwise be forfeited, however, the annual leave is granted before compensatory time off.

4. Night Work

a. Trade and Labor (T&L) or Wage Grade (WG) Employees

(1) Basic Provision. T&L or WG employees are entitled to pay at their scheduled rate plus a night differential:

(a) Amounting to 7 1/2 percent of the scheduled rate for regularly scheduled nonovertime work, a majority of the hours of which occur between 1500 and 2400.

(b) Amounting to 10 percent of the scheduled rate for regularly scheduled nonovertime work, a majority of the hours of which occur between 2300 and 0800.

(2) Absence on Holidays, Travel Status, or Court Leave.

A T&L or WG employee regularly assigned to a night shift for which the night shift differential is payable, is entitled to the night shift differential for a period when excused from night work on a holiday or other nonworkday, while in official travel status during the hours of his or her regular night shift (whether performing actual work or not during those night hours), or while on court leave.

(3) Absence on Leave. A T&L or WG employee regularly assigned to a night shift is entitled to night shift differential for a period of paid leave or excused absence.

(4) Relation of Night Shift Differential to Overtime, Holiday, and Sunday Premium Pay. Night shift differentials are included in the rates of basic pay for T&L or WG employees and are used as a basis for computing overtime, Sunday pay, holiday pay, and amounts of deductions for retirement and group life insurance.

(5) Temporary Assignment to a Different Tour of Duty

(a) A T&L or WG employee assigned to a night shift, who is temporarily assigned to another night shift with a higher differential, will receive the higher differential.

(b) A T&L or WG employee regularly assigned to a day shift is entitled to a night shift differential for any period during which he or she is temporarily assigned to work a regular shift for which a night shift differential is otherwise payable.

(c) A T&L or WG employee regularly assigned to a night shift will continue to receive his or her regular night shift differential during a temporary assignment to the day shift or to another night shift with a lower differential.

b. GS and Demo Project Employees

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(1) Basic Provision. Night work is regularly scheduled work performed by a GS or Demo employee between the hours of 1800 and 0600. A GS or Demo employee, other than an intermittent WAE employee, who performs night work is entitled to pay for night work at his or her rate of basic pay plus a night pay differential amounting to 10 percent of his or her rate of basic pay.

(2) Absence on Holidays or in Travel Status. An employee is entitled to a night pay differential for a period when excused from night work on a holiday or other nonworkday, and for night hours of the employee's tour of duty while he or she is in an official travel status, whether performing actual duty or not.

(3) Absence on Leave. An employee is entitled to a night pay differential for a period of paid sick or annual leave only when the total amount of that leave in a pay period, including both night and day hours, is less than 8 hours. However, this restriction does not apply to such areas as military leave, court leave, or excused absence.

(4) Temporary Assignment to Different Tour of Duty. An employee is entitled to a night pay differential for night work actually performed when the employee is temporarily assigned to a tour of duty other than his or her own. This temporary change in a daily tour of duty within the employee's regularly scheduled administrative workweek is distinguished from a period of irregular or occasional overtime work.

(5) Relation to Overtime, Sunday, and Holiday Pay. Night pay differential is in addition to overtime, Sunday, or holiday pay, and it is not included in the rate of basic pay used to compute the overtime, Sunday, or holiday pay.

## 5. Holiday Work

a. Holiday Work. Nonovertime work performed by an employee during the hours of a regularly scheduled tour of duty on a day designated as a Federal holiday.

(1) Full-Time Employees. An employee on a full-time work schedule who performs work on a holiday is entitled to basic pay, plus premium pay at a rate equal to basic pay, for work that is not in excess of the employee's work schedule for that day. For hours worked on a holiday in excess of the work schedule, a full-time employee is entitled to overtime pay under applicable provisions of law.

(2) Part-Time Employees. Part-time employees receive holiday premium pay for work performed during hours of duty regularly scheduled to be worked on the holiday. A part-time employee must work on the actual calendar holiday, and not on an "in lieu of day" to receive entitlement to holiday premium pay. Where work is required in excess of the regularly scheduled daily tour, payment for the excess hours are paid at straight time or overtime rates, depending on whether the excess hours are nonovertime hours or overtime hours.

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(3) Intermittent Employees (WAE's). Holiday work performed by intermittent employees is compensated at straight time or over-time rates, as appropriate.

b. Minimum Credit for Holiday Work. An employee who is entitled to holiday premium pay and who is required to report for work on a holiday is entitled to pay for at least 2 hours of holiday work.

c. Holiday Work Ordered. An employee is not entitled to receive pay for a holiday if he or she fails to report for work on a holiday when ordered to do so, unless subsequent investigation of the circumstances warrants an excuse of the absence.

6. Sunday Work

a. Full-Time Employees. A full-time employee is entitled to pay at his or her rate of basic pay plus premium pay at a rate equal to 25 percent of his or her rate of basic pay for each hour of Sunday work which is not overtime work and which is not in excess of the employee's regularly scheduled tour of duty for the workday which begins or ends on Sunday.

b. Part-Time and Intermittent Employees are not entitled to premium pay for Sunday work; only full-time employees are so entitled.

c. Hours Payable. Sunday pay entitlement is restricted to hours of work actually performed up to 8 hours of straight time work in a regular work shift or 9 hours in a 5-4/9 compressed work schedule. When an employee has two separate tours of duty on Sunday (e.g., a tour of duty that begins on Saturday and ends on Sunday and another tour of duty that begins on Sunday and ends on Monday), the employee is entitled to premium pay for Sunday work that does not exceed the regularly scheduled hours for each tour of duty.

**TITLE 5**

**FLSA**

EMPLOYEES COVERED	EXEMPT	NONEXEMPT
WHEN IS OVERTIME PAID?	<u>REGULAR WORK SCHEDULE:</u> WORK OVER 8 HOURS A DAY OR 40 HOURS A WEEK.  <u>5-4/9 WORK SCHEDULE:</u> WORK OVER 9 HOURS A DAY OR 80 HOURS IN A PAY PERIOD.  <u>FIRST 40 WORK SCHEDULE:</u> WORK OVER 40 HOURS IN THE ADMINISTRATIVE WORKWEEK.	<u>REGULAR WORK SCHEDULE:</u> WORK OVER 8 HOURS A DAY OR 40 HOURS A WEEK.  <u>5-4/9 WORK SCHEDULE:</u> WORK OVER 9 HOURS A DAY OR 80 HOURS IN A PAY PERIOD.  <u>FIRST 40 WORK SCHEDULE:</u> WORK OVER 40 HOURS IN THE ADMINISTRATIVE WORKWEEK.
HOURS COVERED?	HOURS IN PAY STATUS	HOURS IN PAY STATUS
WORK HOURS EXCLUDED?	LWOP MEAL PERIODS SUSPENSIONS OT DURING TRAINING	LWOP MEAL PERIODS SUSPENSIONS OT DURING TRAINING
WHICH OVERTIME HOURS ARE COMPENSABLE?	OFFICIALLY ORDERED OR APPROVED.	SUFFERED/PERMITTED
RATE OF OVERTIME PAY?	1 1/2 TIMES THE "BASIC RATE" OF PAY. HOURLY OVERTIME PAY CANNOT EXCEED THE EQUIVALENT PAY OF GS-10, STEP 1. AGGREGATE RATE FOR ANY PAY PERIOD CANNOT EXCEED THE EQUIVALENT MAXIMUM PAY OF A GS-15.	1 1/2 TIMES THE REGU-LAR RATE OF PAY. THERE ARE NO MAXIMUM EARNING LIMITATIONS UNDER FLSA.

Figure 4-1, Overtime (OT) and Compensatory (Comp) Time Work



CHAPTER 5

PAY CODE AND DEFINITIONS

(Ref: Title 5, Chapter 16, Federal Personnel Manual Supplement 990, and  
Defense Civilian Pay System Users Manual)

1. Type Hour Codes

a. Regular Pay

<u>CODES</u>	<u>DEFINITIONS</u>
RG	Straight time pay for graded employees regardless of regular scheduled hours worked.
RF	Straight time pay for ungraded employees who either work or should be paid first shift.
RS	Straight time pay for ungraded employees who either work or should be paid second shift. (The 7 1/2-percent shift pay is paid based on Shift Code 2, not Code RS.) To receive second shift pay the majority of their regular work hours must fall between 1500 and 2400.
RT	Straight time pay for ungraded employees who either work or should be paid third shift. (The 10-percent shift pay is paid based on Shift Code 3, not Code RT.) To receive third shift pay the majority of the regular work hours must fall between 2300 and 0800.
RX	Regular-Emergency Time. Can be input for employee when situation precludes receipt of actual time T&A.

b. Sunday Premium Pay

SG	Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. DCPS will edit to ensure that Sunday premium is payable to this employee.
SF	Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. DCPS will edit to ensure that Sunday premium is payable to this employee.
SS	Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. DCPS will edit to ensure that Sunday premium is payable to this employee.
ST	Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a  regularly scheduled workday. DCPS will edit to ensure that Sunday premium is payable to this employee.

c. Holiday Premium Pay

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HG Holiday pay for graded employees who work on a holiday.

HF Holiday pay for ungraded first shift employees who work on a holiday.

HS Holiday pay plus shift differential for ungraded second shift employees who work on a holiday.

HT Holiday pay plus shift differential for ungraded third shift employees who work on a holiday.

HC Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the 2-hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input.

NOTE: If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the holiday.

d. Leave Hours Paid

LA Annual Leave. This code can be reported with injury number if employee wants to use annual leave intermittently with "LT" traumatic injury, continuations of pay (COP) during the 45-day eligibility.

LB Advanced Annual Leave. This code is used only if the employee has filled out all the proper paperwork and been approved advanced annual leave.

LC Court Leave. This code is used when an employee is absent from work for the reason of jury duty or for attending judicial proceedings in a nonofficial capacity as a witness on behalf of a state or local government and defined in Federal Personnel Manual Supplement 990-2, Book 630, Absence and Leave, Subchapter S10, Court Leave.

LG Advanced Sick Leave. To use this code the employee must apply and be approved for advanced sick leave.

LH Holiday Leave. Employees with alternate work schedule (AWS) codes 0, 2, 6, and 8 (fixed tours) will have holiday leave set in their scheduled tour if the holiday occurs on their regularly scheduled workday except Fire Protection personnel (AWS 0). If the holiday occurs on a nonscheduled workday, the holiday leave code must be entered on the designated "in lieu of" holiday. The number of holiday leave or holiday worked hours for AWS code 6 cannot exceed 8 hours.

NOTE: Firefighters are not eligible for holidays. Fire Chiefs/Inspectors can be entitled to holiday absences, but the system will not generate and display the "LH" for that day. If a Fire Chief/Inspector should be paid for a holiday absence, code "LH" must be entered as an exception. No Fire Protection personnel (Employee Type Codes F or X) will be allowed to enter a holiday worked code "HG" or "HC."

For employees with AWS codes 4, 5, 7, and E (nonfixed tours) the holiday leave code must be entered as an exception to the normal work schedule for the total hours, not to exceed 8 hours.

The number of holiday leave or holiday worked hours for AWS code 8 cannot exceed scheduled hours for that day.

LJ	Shore Leave.
LK	Home Leave.
LM	Military Leave. An employee can use up to 15 days military leave in a fiscal year plus the remaining days from the prior fiscal year but not to exceed 30 days in a fiscal year. Employees using this code MUST bring a certified copy of their military orders to their Payroll Office as soon as possible after the completion of their duty.
LN	Administrative Leave. This code may also be used for part-time employees who should be paid "in lieu of" holiday. The hours entered on the time sheet must match with the scheduled hours for that day.
LP	Restored Annual Leave Account #3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to Leave Code LQ.
LQ	Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored leave account #1 is insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to Leave Code LR.
LR	Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via T&A. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.
LS	Sick Leave. This code may be reported with injury number if employee wants to use sick leave intermit-

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tently with "LT" traumatic injury COP during 45-day eligibility.

- LT Absence because of a traumatic injury covered under the provisions of COP. Do not use on the date of injury.
- LU Hours of nonwork due to Traumatic Injury chargeable to Administrative Leave. USE ONLY ON THE DATE OF INJURY. LU can be reported without hours.
- LV Excused absence on a regularly scheduled workday such as excused absence due to tardiness.
- LX Periods of nonwork which are payable under Title 5, such as date of death.
- LY LY Time Off Leave Award. This code is used to grant employees time off as an incentive award in recognition of superior accomplishment. An SF-50, Notification of Personnel Action must be processed awarding the TIME OFF AWARD.

e. Leave Hours-Nonpaid

- KA Leave Without Pay. This is an authorized nonpaid absence at the request of the employee. It is also the nonpay code used in the leave conversion process when there is insufficient annual or sick leave balances to cover the period of leave used.
- KB Suspension. This nonpay code is used for adverse actions directed by management for disciplinary reasons. This action is documented on an SF-50 and posted to the retirement card.
- KC This is an unauthorized absence, AWOL.
- KD Employee is in a nonpay status due to receiving compensation from the Office of Worker's Compensation Programs (OWCP).
- KE Furlough-Lack of Work.
- KG Military Furlough.

f. Overtime

- OS Scheduled overtime worked by graded and ungraded employees. This overtime must be scheduled in advance as defined in reference (d) Supplement 610.  
  
Graded employees' night differential, if appropriate, is payable on scheduled overtime.  
  
Ungraded employees' shift differential entitlement is determined and set by the system. If the overtime was worked on a regularly scheduled workday, then the

shift code for the regular workday is used to compute the overtime rate. If the overtime was worked on a nonworkday, then the shift code on the regular workday preceding the day of overtime worked is used to compute the overtime pay rate.

OU           Unscheduled overtime worked by graded and ungraded employees when the overtime work was immediately before or after a regularly scheduled tour of duty on a regular workday. When the unscheduled overtime is not immediately before or after a regular tour or on a nonworkday, Code OC must be used. (This overtime is reported when the overtime was not scheduled in advance for regular workdays as defined in FPM 610.)

NOTE: This code is also used to report additional hours worked for which an annual premium is paid for administratively uncontrollable hours. These hours are required to calculate FLSA correctly for Law Enforcement Officers and other employees who receive this annual premium.

Night differential for graded employees is not payable on unscheduled overtime.

Shift differential entitlement for ungraded employees is determined and set by the system.

OX           Unscheduled Overtime Exception. This code can be used on a nonscheduled workday. This code is also used to report overtime for employees on an intermittent work schedule.

NOTE: This code is also used to report overtime for intermittent WAE personnel.

OC           Overtime callback worked by graded and ungraded employees. The actual time worked must be entered to ensure correct calculation of pay for FLSA.

NOTE: This code is also used to report additional hours of work for an employee required to return to his or her place of work on a regular workday. The system will determine the difference between the actual time worked on callback and the 2-hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work overtime callback.

OA           Additional FLSA Hours. This code is used when the hours are considered "hours of work" under FLSA but not under Title 5. This includes time spent traveling during regular hours of work.

ON           Overtime Scheduled Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, or traumatic injury leave. These hours are not used to calculate FLSA overtime for comparison to Title 5 pay.

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g. Compensatory Hours

- CC Compensatory Time Callback. Input the actual time worked. If the actual time worked is less than the 2-hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.
- CE Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.
- CT Compensatory Time Taken. This is compensatory time off in lieu of payment for an equal number of irregular or occasional overtime hours.
- CA Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.
- CR Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious compensatory balance is a credit amount, this time worked will reduce the credit; if the balance is not a credit it will increase the balance. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate since the time worked was at the employee's request.
- CD Credit Hours Earned. Employees must have an alternate work schedule of 1 through 5 and be approved at activity level. These are hours worked by employees on a flexible work schedule. They are hours in excess of the basic work requirements, but within the tour of duty. Credit hours are distinguished from overtime hours in that they do not constitute overtime work that is officially ordered by management. Credit hours are worked at the option of the employee and are not includable for FLSA calculations.
- CN Credit Hours Used. This code will reduce any available credit hours earned balance by the amount used. If credit hours used are not covered by credit hours earned, the system will follow normal conversion sequence starting with annual leave.

2. Environmental/Hazard CodesCODES:

ENVIRONMENTAL (GS/WG - PAY STATUS)

GS PercentWG Percent

FA - DUTY ABOARD SUBMERGED VESSEL	25	50
FB - EXPLOSIVES AND INCENDIARY MATERIAL - HIGH DEGREE	25	8
FC - EXPLOSIVES AND INCENDIARY MATERIAL - LOW DEGREE	--	4
FD - POISONS (TOXIC CHEMICALS) - HIGH DEGREE	25	8
FE - POISONS (TOXIC CHEMICALS) - LOW DEGREE	--	4
FF - MICRO-ORGANISMS - HIGH DEGREE	25	8
FG - MICRO-ORGANISMS - LOW DEGREE	--	4
FH - PRESSURE CHAMBER AND CENTRIFUGAL STRESS	25	8
FI - THERMAL-CHAMBER TEST	25	--
FK - WORK IN FUEL STORAGE TANKS	25	8

ENVIROMENTAL (GS/WG - PAY STATUS)  
(CONTINUED)

	<u>GS Percent</u>	<u>WG Percent</u>
FL - FIREFIGHTING - HIGH DEGREE	25	25
FM - FIREFIGHTING - LOW DEGREE	25	8
FN - EXPERIMENTAL LANDING/RECOVERY EQUIPMENT TESTS	25	8
FP - LAND IMPACT OR PAD ABORT OF SPACE VEHICLE	25	8
FR - MASS EXPLOSIVES AND/OR INCENDIARY MATERIAL	--	4
FS - DUTY ABOARD AIRCRAFT CARRIER	25	4
FT - PARTICIPATING IN MISSILE LIQUID OR SOLID PROPULSION SITUATIONS	25	8
FU - DIVER-TENDER PAY	--	*100
FV - ASBESTOS	8	8
FW - DIVING	25	**175
FX - WORKING IN PRESSURIZED SONAR DOMES	8	--

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FY - WORKING IN NONPRESSURIZED SONAR DOMES	4	--
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FZ - EXPERIMENTAL PARACHUTE JUMPS	25	--
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\*100 PERCENT OF SECOND STEP OF A WG-10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER)

\*\*175 PERCENT OF SECOND STEP OF WG-10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER).

ENVIROMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE)

EA - FLYING	25	100
EB - HIGH WORK	25	25
EC - FLOATING TARGETS	--	15
ED - DIRTY WORK	--	4

ENVIROMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE)  
(CONTINUED)

	<u>GS Percent</u>	<u>WG Percent</u>
EE - COLD WORK	--	4
EF - HOT WORK	4	4
EG - WELDING PREHEATED MATERIALS	--	4
EH - MICRO-SOLDERING OR WIRE WELDING AND ASSEMBLY	--	4
EK - EXPOSURE TO HAZARDOUS WEATHER OR TERRAIN	25	25
EL - UNSHORED WORK	25	25
EM - GROUND WORK BENNETH HOVERING HELICOPTER	25	15
EN - HAZARDOUS BOARDING OR LEAVING OF SURFACE CRAFT	25	15
EP - CARGO HANDLING DURING LIGHTERING OPERATIONS	25	8
ER - DUTY ABOARD SURFACE CRAFT	25	15
ES - WORK AT EXTREME HEIGHTS	--	50
ET - FIBROUS GLASS WORKS	--	6
EV - HIGH VOLTAGE ELECTRICAL ENERGY	--	50



EW - WELDING, CUTTING, OR BURNING IN  
CONFINED SPACES

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6

REPRESENTATIONAL HOURS

BA - NEGOTIATIONS

BD - LABOR/MANAGEMENT RELATIONSHIP

BK - GRIEVANCE AND APPEALS

OFFICIAL TIME ALLOTTED EMPLOYEES FOR UNION AND OTHER REPRESENTATIONAL  
FUNCTIONS AND WILL BE REPORTED IN THE (HAZ CODE) FIELD AS AN EXCEPTION ON THE  
TIMECARD.

CHAPTER 6

ALTERNATE WORK SCHEDULE (AWS) CODES AND DEFINITIONS  
(Ref: Title 5, Chapter 16, Federal Personnel Manual Supplement 990, and  
Defense Civilian Pay System Users Manual)

1. Alternate Work Schedules

<u>CODES</u>	<u>DEFINITIONS</u>
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0 Not on AWS	These employees have a standard workweek schedule that consists of 8-hour days, 40 hours each week, and 80 hours biweekly. This code is also used for all Fire Protection personnel working tours that consist of 8, 9, 12, or 24 hours a day, 56 or 60 hours each week, and 112, 120, or 144 hours biweekly. In and out time is fixed. Overtime is paid after 8 hours a day for any employee.
--------------	--

4 Variable Week Schedule	ONLY-NONEXEMPT EMPLOYEES Employee has a 10-day, 80-hour biweekly schedule.
--------------------------------	---

a. Schedule. A full-time employee has a basic work requirement of 80 hours a biweekly pay period. For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the biweekly pay period.

b. Credit Hours. Employees under variable week schedule may accumulate credit hours to a maximum of 24. Credit hours are considered a part of the basic work requirement (nonovertime work) in the biweekly pay period to which they are applied. An employee is entitled to his or her basic rate of pay for credit hours. Credit hours are paid at the employee's current hourly rate on separation.

c. Overtime. Payable for work authorized in excess of 8 hours in a day or 80 hours biweekly.

d. FLSA. FLSA calculations will be performed on work in excess of 80 hours biweekly when the FLSA exemption code is nonexempt (N).

NOTE: Only employees on a flexible schedule are entitled to credit hours.

5 Maxiflex Work Schedule	Employees who are part-time and have a biweekly schedule of 64 hours or less.
--------------------------------	---

NOTE: THIS CODE IS NOT FOR GENERAL USE. It is only to be used by part-time employees to ensure proper payment.

6 Compressed	Employees have a fixed 80-hours biweekly schedule in
--------------	--

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Work less than 10 workdays. This code is also known as  
Schedule 5-4/9.

a. Schedule. A full-time employee has a basic work requirement of 80 hours in a biweekly pay period that is scheduled over a period of less than 10 days. For a part-time employee the basic work requirement is less than 64 hours in the biweekly pay period that is scheduled over a period of less than 10 days.

b. Credit Hours. Employees under CWS are not authorized credit hours.

c. Overtime. Payable for work authorized in excess of the hours scheduled for the particular workday.

d. FLSA. FLSA calculations will be performed when the employee's FLSA exemption code is nonexempt. The FLSA calculation will be performed for nonexempt employees who work in excess of 80 hours biweekly.

7 First Forty The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day can vary (0-24) with management approval.

Note: Overtime and compensatory time earned can be reported after 40 hours of regular time has been reported. Employees with this code in their schedule record are not on an alternate work schedule.

8 Compressed Work Schedule The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. Four 10-hour days = 40-hour week.

E Maxi Exempt BIWEEKLY EXEMPT EMPLOYEES  
This is the same as AWS 5 except that "E" is used when the activity directs or requests the employee to work more than 40 hours a week under maxiflex work schedule. Extreme care should be used when assigning employee this AWS.

NOTE: The only competency approved to use this code is Quality of Life, Moral Welfare and Recreation (MWR)-Child Care.

a. FLSA. Under these circumstances FLSA will be computed on a weekly basis and all regular hours in excess of 40 hours a week will be used when calculating FLSA entitlement. It should be emphasized that FLSA overtime entitlement will be paid for all hours in excess of 40 hours weekly.

## 2. Work Schedule

a. A copy of NAWCWPNS 7420/3, Work Schedule Change is on page 6-4. A major part of the timekeeper's duties is the preparation of employee

timesheets. Accurate timesheets are necessary for employees to be paid correctly. Changes that affect this time and attendance data can also affect their pay (a shift change, for example).

b. The work schedules contain the employee's workdays and shift code, scheduled night differential, and AWS code, a status code, a standing JON, and other pertinent information. This schedule record is used to validate the employee's T&A that the payroll clerks will enter from the timesheets. The concept of the work schedule is very important for the timekeepers to understand because the stored schedule has a tremendous impact on the employee's entitlements. It is very important that any schedule change be reported to the local PSO as quickly and accurately as possible so that the changes can be entered into the system before T&A processing for the start of the effective pay period.

c. The NAWCWPNS 7420/3 is designed for reporting change to the employee's schedule to the PSO. This is not a timesheet! Timekeepers will use the NAWCWPNS 7420/3 to report changes to employees' schedules, as well as to report a new hire employee's work schedule to the PSO. A NAWCWPNS 7420/3 is required to report employees' T&A, related data changes, and when the following data elements change:

- (1) T&A status code.
- (2) AWS code.
- (3) Hours of work.
- (4) Assigned shift code.
- (5) Night differential.
- (6) Standing job order number.
- (7) Sunday premium pay.

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NAWCWPNS WORK SCHEDULE CHANGE										Privacy Act Statement on reverse side.	
SOCIAL SECURITY NUMBER			EMPLOYEE NUMBER				ACTIVITY UIC				
EMPLOYEE'S NAME			HOURS OF WORK TO				DISTRIBUTION (Work center code)				
EFFECTIVE DATE			T&A STATUS CODE (A)		AWS CODE (B)		PLATOON ROTATING CODE				
PAY PERIOD TOUR OF DUTY											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY			
								YES	NO		
WEEK 1	(C)							(G)	(G)		
SHIFT	(D)										
NIGHT DIFF	(E)										
WEEK 2											
SHIFT											
NIGHT DIFF											
STANDING JOB ORDER NUMBER (F)											
UNGRADED EMPLOYEES (Rotating shift) (1)			(2)			(3)					
REMARKS											
DATE SUBMITTED			SUPERVISOR'S NAME (Print)				TIMEKEEPER'S NAME				
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE					

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3. Directions on How to Complete a NAWCWPNS 7420/3, Work  
Schedule Change

a. Enter social security number, employee number (pay number), activity UIC (unit identification code), employee's name, hours of work, and distribution. This information must be provided to ensure the employee receives proper payment.

b. Effective Date: Enter the effective date in this field. Remember that this is the date the schedule goes into effect. In most cases this will be the beginning of a pay period.

c. T&A Status Code: Timekeepers are cautioned when using this field. The T&A status code block is used to report changes to an employee's T&A status. If the employee is still employed at NAWCWPNS, the T&A status will be "A" for active. There are two additional T&A status codes that can be used; they are: "P" for date of separation, and "X" for deceased.

A "P" status code is effective on the employee's date of separation. An "X" status code is effective on the day of the employee's death.

d. AWS Code: Enter the appropriate work schedule code using the "Work Schedule and Definitions" of this manual.

e. Platoon Rotating Code: LEAVE BLANK. This code is not currently used at NAWCWPNS.

f. Tour of Duty: The pay period tour of duty section is completed when the employee is scheduled to work different days, a different number of hours per day, a different shift or different hours of night differential. The employee's daily hours are entered on lines WEEK 1 and WEEK 2. The shift code for each workday is entered on the SHIFT lines. The number of night differential hours for a graded employee are entered on the NIGHT DIFF lines.

The tour of duty for the entire pay period must be shown. PARTIAL SCHEDULES CANNOT BE PROCESSED. A part-time employee who has a Part-Time Career Act (PCA) status = "Y" cannot have a schedule greater than 64 hours per pay period. (These are employees who have not worked part-time continuously starting before 8 April 1979.)

g. Standing Job Order Number: DCPS has the capability to store a labor charge code for each employee. This number identifies to which "account" a specific job, or group of jobs, will be charged. In DCPS this number is called the standing JON.

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A NAWCWPNS 7420/3 MUST be completed and submitted to the local PSO when an employee is changing his or her standing JON.

<b>NAWCWPNS WORK SCHEDULE CHANGE</b>									
<i>Privacy Act Statement on reverse side.</i>									
SOCIAL SECURITY NUMBER <b>(a)</b>			EMPLOYEE NUMBER <b>(a)</b>				ACTIVITY UIC <b>(a)</b>		
EMPLOYEE'S NAME <b>(a)</b>			HOURS OF WORK <b>(a)</b> TO <b>(a)</b>				DISTRIBUTION (Work center code) <b>(a)</b>		
EFFECTIVE DATE <b>(b)</b>			T&A STATUS CODE <b>(c)</b>		AWS CODE <b>(d)</b>		PLATOON ROTATING CODE <b>(e)</b>		
<b>PAY PERIOD TOUR OF DUTY</b>									
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY	
								YES	NO
WEEK 1									X
SHIFT									
NIGHT DIFF				<b>(f)</b>					
WEEK 2									X
SHIFT									
NIGHT DIFF									
STANDING JOB ORDER NUMBER <b>(g)</b>									
UNGRADED EMPLOYEES (Rotating shift) (1)			(2)			(3)			
REMARKS									
DATE SUBMITTED			SUPERVISOR'S NAME <i>(Print)</i>				TIMEKEEPER'S NAME		
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE			

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THIRD SHIFT UNGRADED WG EMPLOYEE:

In this example, the ungraded employee's schedule has been changed, effective 18 November 1985, to third shift hours (2300-0730), Sunday through Thursday, Week 1, Sunday through Thursday, Week 2. Although this schedule goes into effect in the middle of the pay period, DCPS will track the schedule changes and will implement the correct week of the new schedule based on the effective date.

NAWCWPNS WORK SCHEDULE CHANGE										Privacy Act Statement on reverse side.	
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530				
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK 2300 TO 0730				DISTRIBUTION ( Work center code) 760000D				
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 0		PLATOON ROTATING CODE				
PAY PERIOD TOUR OF DUTY											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY YES NO			
WEEK 1	8	8	8	8	8						
SHIFT	3	3	3	3	1				N		
NIGHT DIFF											
WEEK 2	8	8	8	8	8						
SHIFT	3	3	3	3	1				N		
NIGHT DIFF											
STANDING JOB ORDER NUMBER 9876543ABC											
UNGRADED EMPLOYEES (Rotating shift) (1)			(2)				(3)				
REMARKS EMPLOYEE HAS A 1/2- HOUR LUNCH FROM 0300 TO 0330											
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW				
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX					

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NIGHT DIFFERENTIAL FOR GRADED (GS AND DEMO) EMPLOYEES:



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The NIGHT DIFF hours block is used to show a change in the number of night differential hours pay per day a graded employee may be entitled to receive. These hours are scheduled regular hours to be worked between 1800-0600. The fields are completed when the employee's entitlement changes, based on a change in schedule or transfer to a new activity.

In this example, the graded employee's tour of duty is not changing, only the hours of work. His new hours of work (1400-2330) Monday through Thursday, Week 1 and Week 2, (1500-2330) Friday, Week 2. This means that he should receive 5 hours of night differential pay every day.

NAWCWPNS WORK SCHEDULE CHANGE										Privacy Act Statement on reverse side.	
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530				
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK TO				DISTRIBUTION ( Work center code) 760000D				
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 6		PLATOON ROTATING CODE				
PAY PERIOD TOUR OF DUTY											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY			
								YES	NO		
WEEK 1		9	9	9	9						
SHIFT											
NIGHT DIFF		5	5	5	5				N		
WEEK 2		9	9	9	9	8					
SHIFT											
NIGHT DIFF		5	5	5	5	5			N		
STANDING JOB ORDER NUMBER 9876543ABC											
UNGRADED EMPLOYEES (Rotating shift) (1)			(2)			(3)					
REMARKS  TOUR OF DUTY:  FRIDAY 1500-2230  ** EMPLOYEE HAS 1/2-HOUR LUNCH FROM 1800-1830											
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW				
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX					

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CHANGE OF NIGHT DIFFERENTIAL HOURS FOR A GRADED EMPLOYEE:

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This graded employee is changing his hours of work. With his new hours of work he would be entitled to a different amount of hours of night differential on different days.

NEW HOURS: Monday - Tuesday  
1500 - 0030

Wednesday - Thursday  
1100 - 2030

Friday  
1600 - 0030

NAWCWPNS WORK SCHEDULE CHANGE										Privacy Act Statement on reverse side.	
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530				
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK TO				DISTRIBUTION ( Work center code) 760000D				
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 6		PLATOON ROTATING CODE				
PAY PERIOD TOUR OF DUTY											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY			
								YES	NO		
WEEK 1		9	9	9	9						
SHIFT											
NIGHT DIFF		6	6	2.5	2.5					N	
WEEK 2		9	9	9	9	8					
SHIFT											
NIGHT DIFF		6	6	2.5	2.5	6				N	
STANDING JOB ORDER NUMBER 9876543ABC											
UNGRADED EMPLOYEES (Rotating shift) (1)			(2)			(3)					
REMARKS  TOUR OF DUTY:  MONDAY - TUESDAY 1500-0030  WEDNESDAY - THURSDAY 1100-2030  FRIDAY 1600-0030  ** EMPLOYEE HAS 1/2- HOUR LUNCH FROM 1800-1830											
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW				
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX					

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SUNDAY PREMIUM PAY:

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Payroll will need to know if a graded employee or an ungraded employee working second or third shift will be entitled to Sunday premium pay because of the hours of work scheduled for Saturday. If Saturday's regularly scheduled tour of duty hours cross midnight, the timekeepers should place a "Y" in the SUNDAY PAY blank(s). The "Y" will cue the payroll clerk to enter the indicator that will permit Sunday premium to be paid. If there is no "Y" on the schedule change form, the employee will not automatically receive the Sunday premium.

SUNDAY PREMIUM PAY FOR UNGRADED EMPLOYEE:

In the following example, the ungraded employee's second shift hours of work will be 1700-0300. The employee is entitled to Sunday premium pay because his Saturday hours carry over into Sunday.

NAWCWPNS WORK SCHEDULE CHANGE									
Privacy Act Statement on reverse side.									
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530		
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK 1700 TO 0300				DISTRIBUTION (Work center code) 760000D		
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 0		PLATOON ROTATING CODE		
PAY PERIOD TOUR OF DUTY									
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY YES NO	
WEEK 1			8	8	8	8	8		
SHIFT			2	2	2	2	2	Y	
NIGHT DIFF									
WEEK 2			8	8	8	8	8		
SHIFT			2	2	2	2	2	Y	
NIGHT DIFF									
STANDING JOB ORDER NUMBER 9876543ABC									
UNGRADED EMPLOYEES (Rotating shift table) (1)			(2)			(3)			
REMARKS									
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW		
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX			

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SUNDAY PREMIUM PAY FOR GRADED EMPLOYEES:

In the example below, the change in the graded employee's hours of work make him eligible for 8 hours of night differential. His hours of work cross midnight on Saturday so he is eligible for Sunday premium.

NAWCWPNS WORK SCHEDULE CHANGE									
Privacy Act Statement on reverse side.									
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530		
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK 1800 TO 0300				DISTRIBUTION (Work center code) 760000D		
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 0		PLATOON ROTATING CODE		
PAY PERIOD TOUR OF DUTY									
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY YES NO	
WEEK 1			8	8	8	8	8		
SHIFT									
NIGHT DIFF			8	8	8	8	8	Y	
WEEK 2			8	8	8	8	8		
SHIFT									
NIGHT DIFF			8	8	8	8	8	Y	
STANDING JOB ORDER NUMBER 9876543ABC									
UNGRADED EMPLOYEES (Rotating shift) (1)			(2)			(3)			
REMARKS									
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW		
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX			

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AWS CODE 8 (4-10) WORK SCHEDULE:

The employee's schedule has been changed to the following CWS, as a 4-10 AWS code, effective 18 November 1985:

Pay period                      Week 1:              0700-1800, Monday-Thursday

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Week 2: 0700-1800, Tuesday-Friday

NAWCWPNS WORK SCHEDULE CHANGE										Privacy Act Statement on reverse side.	
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530				
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK 1800 TO 0300				DISTRIBUTION ( Work center code) 760000D				
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 0		PLATOON ROTATING CODE				
PAY PERIOD TOUR OF DUTY											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY			
								YES	NO		
WEEK 1		10	10	10	10						N
SHIFT											
NIGHT DIFF											
WEEK 2			10	10	10	10					N
SHIFT											
NIGHT DIFF											
STANDING JOB ORDER NUMBER 9876543ABC											
UNGRADED EMPLOYEES (Rotating shift hours) (1)			(2)				(3)				
REMARKS  CHANGE IN WORK SCHEDULE ONLY											
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW				
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX					

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AWS CODES 7, AND E:

There is no daily schedule established for AWS codes 7, and E. The timekeepers will enter the total hours for the week or weeks in the Saturday hours block(s). The section on AWS codes in Chapter 6 of this manual will be helpful when selecting the proper AWS code.

The example below is that of an AWS code 7 (first 40).

NAWCWPNS WORK SCHEDULE CHANGE										Privacy Act Statement on reverse side.	
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530				
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK TO				DISTRIBUTION ( Work center code) 760000D				
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 7 OR E		PLATOON ROTATING CODE				
PAY PERIOD TOUR OF DUTY											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY			
								YES	NO		
WEEK 1							40				N
SHIFT											
NIGHT DIFF											
WEEK 2							40				N
SHIFT											
NIGHT DIFF											
STANDING JOB ORDER NUMBER 9876543ABC											
UNGRADED EMPLOYEES (Rotating shift (1) hours)			(2)			(3)					
REMARKS											
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW				
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX					

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AWS CODE 4 (BIWEEKLY NONEXEMPT) :

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NAWCWPNS WORK SCHEDULE CHANGE									
Privacy Act Statement on reverse side.									
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530		
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK TO				DISTRIBUTION (Work center code) 760000D		
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 4		PLATOON ROTATING CODE		
PAY PERIOD TOUR OF DUTY									
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY YES NO	
WEEK 1									N
SHIFT									
NIGHT DIFF									
WEEK 2							80		N
SHIFT									
NIGHT DIFF									
STANDING JOB ORDER NUMBER 9876543ABC									
UNGRADED EMPLOYEES (Rotating shift) (1)			(2)			(3)			
REMARKS									
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW		
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX			

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AWS CODE 6 (5-4/9):

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The example below is the most common work schedule used at NAWCWPNS.

NAWCWPNS WORK SCHEDULE CHANGE										Privacy Act Statement on reverse side.	
SOCIAL SECURITY NUMBER 123-45-6789			EMPLOYEE NUMBER 12345 (4 or 5 digit number)				ACTIVITY UIC 063126 or 060530				
EMPLOYEE'S NAME JOHN DOE			HOURS OF WORK TO				DISTRIBUTION (Work center code) 760000D				
EFFECTIVE DATE 11/18/85			T&A STATUS CODE A		AWS CODE 6		PLATOON ROTATING CODE				
PAY PERIOD TOUR OF DUTY											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY PAY			
								YES	NO		
WEEK 1		9	9	9	9					N	
SHIFT											
NIGHT DIFF											
WEEK 2		9	9	9	9	8				N	
SHIFT											
NIGHT DIFF											
STANDING JOB ORDER NUMBER 9876543ABC											
UNGRADED EMPLOYEES/Rotating shift (1)			(2)			(3)					
REMARKS											
DATE SUBMITTED 11/11/85			SUPERVISOR'S NAME (Print) JAY SMITH				TIMEKEEPER'S NAME JANE DOW				
SUPERVISOR'S SIGNATURE						TIMEKEEPER'S PHONE XXX-XXXX					

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CHAPTER 7

NAWCWPNS TIMESHEET

1. NAWCWPNS Timesheet

a. This chapter will provide timekeepers with information needed to prepare a NAWCWPNS 7420/1, NAWCWPNS Timesheet for further processing of T&A.

b. The NAWCWPNS 7420/1 allows the timekeeper to submit T&A exceptions to scheduled tours of duty and T&A for employees who do not have a scheduled daily tour (for example: AWS codes 4, 5, 7, E, and intermittent employees). DCPS requirements for T&A are satisfied within the structure of the NAWCWPNS Timesheet.

c. The NAWCWPNS 7420/1 will be an original or can be repro-duced, by timekeepers, from the server (CL MAINSITE-Apple Talk Zone, 72D Dept Server, ADMIN SUPPORT volume, Forms folder) or from the NAWCWPNS Internet Website.

d. When received by the timekeeper, each employee's timesheet will have several blocks filled with information retrieved from the master employee record and schedule stored in DCPS.

e. Since many employees change tasks frequently, exceptions and changes must be posted daily. For pay to be processed correctly, DCPS requires accurate accounting for ALL exceptions to the standard tour. For this reason, the timekeepers must ensure that all exceptions are complete and correct. Recording the wrong JON, type hour codes, number of hours, or night differential can cause a variety of problems:

- (1) LWOP calculated incorrectly.
- (2) Leave charged to the wrong code or for an incorrect amount.
- (3) A holiday converted incorrectly.
- (4) Cost charged to the wrong JON.

FOR EMPLOYEES TO BE PAID CORRECTLY, DCPS MUST BE PROVIDED ACCURATE DATA:

Each employee's timesheet must have the following data:

- (1) EMPLOYEE ID
- (2) BLK (pay block)/GRP (group)
- (3) ACT UIC (activity unit identification code)
- (4) DIST (distribution)
- (5) EMPLOYEE NAME
- (6) Period Ending
- (7) SEQ NO (sequence number, based on numeric order of the Social Security Number)

(9) WORK SCHEDULE

[illegible]

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- (1) TOUR SUN - SAT (scheduled number of regular hours by day).
- (2) TYP/SHFT SUN - SAT (type hour code by day/shift code by day).
- (3) GRADED ND (graded night differential) if assigned ONLY.
- (4) JON, if assigned ONLY.



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Overrides  
Entry in

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1	TYPE HOUR	TYPE
2	SUN-SAT	TOUR
3	JOB ORDER NUMBER	JOB ORDER NUMBER
4	TS (ungraded ONLY)	SHIFT
5	NIGHT DIFF (graded ONLY)	GRADED ND

[illegible]

Environmental/hazard exceptions will also be posted to the lined section of the timesheet.

Since intermittent or AWS 5, 7, and E employees did not have an established daily schedule, each day they work must be entered as an exception. Exceptions must be recorded for ALL employees on a DAILY basis for accurate time and attendance reporting.

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1. Mark through the normal schedule values on the day that the exception occurs.

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The following are some examples of when the timekeeper would mark through the number of hours on the day the exception occurs:

- a. The employee doesn't work the complete tour.
- b. The employee works overtime.
- c. The employee's tour is worked on a different JON.

This "checking off", "\", of the hours or shift gives the PSO a visual cue that an exception occurred.

2. Enter the detail line(s) to reflect new values. The contents of these line(s) will depend on the items being changed.

JOB ORDER NUMBER - Enter as exception to normal standing JON. However, this does not permanently change the standing JON; timekeepers must submit a new NAWCWPNS 7420/3.

TYPE HOUR - Identifies type of transaction.

HAZ CODE - Enter as a daily exception when employee works under environmental/hazardous conditions.

TS - Enter to override scheduled shift code - for pay purposes.

NIGHT DIFF - Enter as exception to scheduled night differential.

SUN - SAT - Enter as exception to scheduled hours.

#### WHOLE TOUR EXCEPTIONS:

Whole tour exceptions are the simplest for a timekeeper to post. Examples of whole tour exceptions could be as follows:

- a. An employee performs a job with a different JON for the entire tour.
- b. An employee has a different type hour code for the entire tour.
- c. An employee works a different shift for the entire tour.
- d. An employee works under environmental/hazardous conditions for the entire tour.
- e. An employee without a scheduled daily tour has to have T&A posted each day.

DCPS will accept posted exceptions to the JON as temporary changes on the timesheet.

#### POSTING EXCEPTION TO JON:

In this example, the employee worked all day Tuesday - 5/5/92 -









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EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME					Period Ending			SEQ. NO.		
12345		123	063126	76000E	JOHN DOE					051692			12		
SSN 123456789		SCHEDULED WK. HRS. 1500 TO 2400		WORK SCHEDULE			0	SUN 0503	MON 0504	TUES 0505	WED 0506	THUR 0507	FRI 0508	SAT 0509	PLATOON ROTATION
TIMEKEEPER/EXT.		EMPLOYEE INITIALS		TOUR					8	8	8	8	8		
				TYPE SHIFT					LH2	RS2	RS2	RS2	RS2		
				GRADED ND											
JOB ORDER NUMBER 9876543000			WORK CENTER	TYPE CODE	HAZ CODE	TS	NIGHT DIFF	SUN 1	MON 2	TUES 3	WED 4	THUR 5	FRI 6	SAT 7	TOTAL HOURS
				RF								8	00		

POST A WHOLE TOUR TEMPORARY SHIFT EXCEPTION:

In this example, the employee was assigned to work third shift (2330-0800) on Saturday - 5/9/93 - instead of his regular second shift. The TYPE HOUR code must be changed to "ST" so that Sunday premium as well as third shift premium will be paid.

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When an employee is on military leave (LM) or traumatic injury (COP) (LT), DCPS requires that unscheduled workdays be counted towards the available balance for military leave and the 45 days of traumatic injury entitlement. The timekeeper must indicate which days of the pay period are considered nonwork but are to count towards military or traumatic injury used. To do

this, the timekeeper must enter a "4" in the TS block. This will be used for both graded and ungraded employees.

In this example the employee's orders state that he is on active duty 5/1/92 to 5/15/92. The timesheet below will indicate the proper way to submit this type of transaction.

[illegible]

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## POSTING WHOLE TOUR ENVIRONMENTAL/HAZARD CODES:

When an employee works under environmental/hazardous conditions, detail lines must be entered to show the number of hours and type of environmental/hazardous condition under which the employee worked.



The last hour indicator is very important to report to the Payroll Office. It will cue the Payroll Office to set the corresponding indicator on the time and attendance input screens. With the indicator set, DCPS will calculate the employee's annual salary correctly and then deduct the correct FEGLI (life insurance) amount.

[illegible]

For those employees who do not have a daily tour stored in DCPS, every T&A transaction is an exception. Such employees include those with intermittent schedules or those on AWS code of 5, 7, and E. All in and out times must be logged at the lower left-hand corner of the timesheet.

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[illegible]

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T&A FOR INTERMITTENT (WAE'S) EMPLOYEES:

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NAWCWPNS TIMESHEET													
EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME				Period Ending				SEQ. NO.	
12345	123	063126	76000E	JOHN DOE				051692				12	
SSN	SCHEDULED WK. HRS.		WORK SCHEDULE		SUN	MON	TUES	WED	THUR	FRI	SAT	PLATOON	
123456789	TO		0		0503	0504	0505	0506	0507	0508	0509	ROTATION	
TIMEKEEPER/EXT.	EMPLOYEE INITIALS		TOUR										
			TYPE SHIFT										
			GRADED NO									WEEK 1	
JOB ORDER NUMBER	WORK CENTER	TYPE CODE	HAZ CODE	TS	NIGHT DIFF	SUN 1	MON 2	TUES 3	WED 4	THUR 5	FRI 6	SAT 7	TOTAL HOURS
9876543000		RG					8   00		8   00		6   00		22   00
						SUN 0510	MON 0511	TUES 0512	WED 0513	THUR 0514	FRI 0515	SAT 0516	PLATOON ROTATION
JOB ORDER NUMBER	WORK CENTER	TYPE CODE	HAZ CODE	TS	NIGHT DIFF	SUN 1	MON 2	TUES 3	WED 4	THUR 5	FRI 6	SAT 7	TOTAL HOURS
9876543000		RG									8   00		8   00
		WEEK 1				WEEK 2				CERTIFICATION: I certify that attendance and absences are correct. That sick leave absence was in accordance with statutes and regulations authorizing sick leave, that overtime is approved in accordance with existing laws and regulations, and as applicable. I did not suffer or permit overtime work other than as required thereon for this pay period.  AUTHORIZED SIGNATURE   DATE OF INJURY (To be annotated when using type hour codes "LU" or "LT")  LAST HR. IND? (UNGRADED) <input type="checkbox"/> YES <input type="checkbox"/> NO SUNDAY PAY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	IN	OUT	IN	OUT	IN	OUT	IN	OUT					
SUN													
MON	0800	1630											
TUE													
WED	0800	1630											
THU													
FRI	0900	1530			0800	1630							
SAT													

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#### BROKEN TOUR EXCEPTIONS:

If there is a change in the type hour code during the employee's normal tour of duty, then the tour is considered "broken".

Breaking the tour will require posting the "exception" (other



In the example, the employee's 8-hour tour of duty for Friday, 5/8, has been "broken" by 4 hours of annual leave (LA) at the end of the tour.

NOTE: His NIGHT DIFF has been posted in the corresponding detail line.

[illegible]

PARTIAL NIGHT DIFFERENTIAL HOURS ENTERED WITH APPROPRIATE TRANSACTION:

In this example, the employee's AWOL hours affected part of the scheduled night differential hours. Post the NIGHT DIFF with the AWOL hours to show the reduction of the night differential hours to be paid.

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In this example, the employee spent .50 hour in a "high work" situation (EB) at the beginning of the tour. Since his hazardous work was completed before 1800, the night differential is not posted with the exception.

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NAWCWPNS TIMESHEET																
EMPLOYEE ID		BLK/GRP	ACT LIC	DIST	EMPLOYEE NAME					Period Ending			SEQ. NO.			
12345		123	063126	76000E	JOHN DOE					051692			12			
SSN 123456789		SCHEDULED WIK. HRS. 1030 TO 1900		WORK SCHEDULE 0			SUN 0503	MON 0504	TUES 0505	WED 0506	THUR 0507	FRI 0508	SAT 0509	PLATFORM ROTATION		
TIMEKEEPER/EXT.		EMPLOYEE INITIALS		TOUR				8	8	8	8	8				
				TYPE SHIFT				LH0	RG0	RG0	RG0	RG0				
				GRADED ND				1.00	1.00	1.00	1.00	1.00		WEEK 1		
JOB ORDER NUMBER 9876543000			WORK CENTER	TYPE CODE	HAZ CODE	TS	NIGHT DIFF	SUN 1	MON 2	TUES 3	WED 4	THUR 5	FRI 6	SAT 7	TOTAL HOURS	
				RG	EB					50					50	

When a full-time employee works more hours than his regularly scheduled tour, the timekeepers must post overtime detail lines. Part-time employee's overtime will be discussed at the end of this section.

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In this example, the employee worked his regular shift on Wednesday, 5/6/93, but was called back to work at 0215 for .50 hour. The exact number of hours worked on callback overtime is posted. When less than 2 hours is posted, DCPS will pay the correct amount under Title 5 or FLSA, whichever is applicable.

NAWCWPNS TIMESHEET														
EMPLOYEE ID		BLK/GRP	ACT UIC	DIST		EMPLOYEE NAME				Period Ending			SEQ. NO.	
12345		123	063126	76000E		JOHN DOE				051692			12	
SSN		SCHEDULED WK. HRS.		WORK SCHEDULE 0			SUN	MON	TUES	WED	THUR	FRI	SAT	PLATOON ROTATION
123456789		0700 TO 1600					0503	0504	0505	0506	0507	0508	0509	
TIMEKEEPER/EXT.		EMPLOYEE INITIALS						8	8	8	8	8		
				TOUR				LH0	RG0	RG0	RG0	RG0		
				TYPE SHIFT										
				GRADED ND										WEEK 1
JOB ORDER NUMBER		WORK CENTER	TYPE CODE	HAZ CODE	TS	NIGHT DIFF	SUN 1	MON 2	TUES 3	WED 4	THUR 5	FRI 6	SAT 7	TOTAL HOURS
9876543000			OC						50					50

POSTING AN OVERTIME EXCEPTION FOR A PART-TIME EMPLOYEE (6-HOUR TOUR):

DCPS allows only regular hours to be input for part-time employee's for the first 8 hours or their tour of duty, whichever is greater. If the tour of duty is less than 8 hours, 8 regular hours must be input before overtime, compensatory time, or religious compensatory time earned.







CHAPTER 8

TIMEKEEPING

1. Employees' Responsibilities

a. Verify that work schedule data on the timesheet is valid. Provide corrected data to the timekeeper or PSO if necessary.

b. Record the exact "in" time at the beginning of each shift and the exact "out" time at departure if employee is not on a set schedule (e.g., 0700-1700). Employees assigned to duty locations away from their work center or those excused from formal mustering procedures according to this manual will ensure their supervisor or timekeeper is notified of their exact arrival and departure times.

c. Record the exact "in" time and "out" time for all overtime or compensatory time worked.

d. Follow their competency's procedures regarding approval of leave and submit supporting documents for court and military leave as appropriate.

e. Ensure totals reflect actual hours worked and a valid JON is assigned for all hours worked.

2. Timekeepers' Responsibilities

a. Timekeepers are responsible for applying the provisions of this manual to their timekeeping function and for familiarizing themselves with its contents for ready reference. Maintaining accurate and complete records is an essential function of the timekeeper. Time can be recorded either by the use of the electronic T&A system (whenever applicable) and the hard copy timesheets. Timekeepers are specifically responsible for the following:

(1) Recording daily T&A of employee.

(2) Recording overtime worked; ensuring that overtime is authorized and that the NAWCWPNS 7410/3 is completed and filed according to current regulations.

(3) Obtaining supporting documents from employees and ensuring that supporting documents are promptly forwarded to the PSO or retained as required.

(4) Ensuring that the JONs are accurately recorded and the labor has been properly distributed.

(5) Ensuring that entries and totals are correct before submission to the supervisor for certification.

(6) Obtaining certification from the supervisor and delivering all timesheets and required supporting documents to PSO by the required deadline.

(7) Serving as a source of information regarding timekeeping procedures for employees in the organization.

b. Preparation of Timesheets

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(1) Timekeepers must prepare a NAWCWPNS 7420/1, for each new employee, including an employee who transfers from another NAWCWPNS office, and when a machine prepared timesheet has been spoiled. Timekeepers must ensure that the correct pay number, social security number, distribution, tour, and type shift are entered on the timesheet. If a timesheet is not received for a regular employee, prepare a supplemental timesheet in the same manner as for a new employee, and inform the PSO.

c. Recording Attendance and Absences. Timekeepers will:

(1) Maintain a daily record of time in pay and nonpay status for each employee.

(2) Ensure the employee's work schedule is current and accurate. Correct and submit a work schedule change as soon as information is available.

(3) Ensure the in/out times are recorded for all employees who are not on a set schedule.

(4) Ensure that all strikeovers and corrections are properly initialed by the supervisor.

(5) Ensure that the appropriate supervisor or authorizing official has certified each hard copy timesheet and completed the required yes/no entries for "Last Hour Indicator" (applies only to WG employees) and "Sunday Pay."

(6) Verify that the employee's work schedule/tour/type shift are in harmony with the Type Code entries for night differential and ungraded second and third shift pay.

(7) Ensure that the correct number of timesheets are returned to the PSO for further processing, plus any new employee supplemental report timesheets. For those who are using the electronic T&A system, ensure that all employees are entered.

d. Posting to Timesheets

(1) Make all T&A entries in indelible blue or black ink.

(2) Samples of filled out timesheets are provided in Chapter 6. Guidelines for posting to timesheets are:

(a) Working a full day. When a full-time employee, (Schedules "0, 6, or 8"), works a full day, no entry is necessary on the timesheet if the tour and type shift columns are filled out properly on the timesheet. Timekeepers must provide the actual "in" and "out" times for Schedules "2, 4, 5, 7, and E" employees.

(b) Working part of a day. When an employee does not work a full day on their regular shift but is on duty for a part of that day, enter the time that the employee reports to and departs from the duty station in the "in" and "out" blocks.

(3) At the end of the pay period when the timesheet is completed, total each column and ensure that the appropriate hours have been accounted for, in most cases this will be 80 hours.

(a) Working Overtime/Compensatory Time. Record hours worked in an overtime status in the "in" and "out" blocks. SEE CHAPTER 5 FOR THE APPROPRIATE CODE.

e. Certification of Timesheets

(1) Timesheets will be certified in indelible blue or black ink only, at appropriate levels of supervision. In no instance will an employee certify his or her own timesheet. Normally, timesheets are certified by the immediate supervisor or an authorizing official. If this is not possible, the timesheet is certified by the next higher level.

(2) Before an individual signs any timesheets, a NAWCWPNS CL 7400/6, Payroll Authorization and Signature Record must be completed and on file with the local PSO.

f. Correction of Errors and Supplemental Time

(1) Errors made on a timesheet should be crossed out, initialed, and the correct entry neatly entered above the error on a copy of the original timesheet.

(2) Supplemental time worked will be recorded on NAWCWPNS 7420/2.

(3) Errors in labor charges/distribution are made using journal entry procedures.

g. Review/Delivery of Timesheets

(1) Before submitting timesheets, timekeepers will review the following items:

(a) Legible entries of correct T&A credits and charges, including totals.

(b) Total T&A distributed to JON and payroll codes.

(c) Timekeeper's initials and extension.

(d) Certification by supervisor.

(e) Required supporting documents.

(2) Copies of the filled out NAWCWPNS 7420/1 are maintained by individual offices for 3 months to 1 year for reference purposes, according to reference (1), SECNAVINST 5212.5C, Navy and Marine Corps Records Disposition Manual.

(3) Copies of the filled out SF-71 are maintained by the individual branch offices for 3 years plus the current year according to reference (a).

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h. On-the-Job Injury

(1) In case of an on-the-job injury, timekeepers should contact the Employee Management Relations Division, HRD, for the correct procedure for completing the NAWCWPNS 7420/1.

3. Supervisors' and Authorizing Officials' Responsibilities

a. Timesheets will be certified, in indelible blue or black ink only, at appropriate levels of supervision. Normally, timesheets are certified by the immediate supervisor or an appointed authorizing official. If this is not possible, the timesheet is certified by the next higher level. In no instance will an employee certify his or her own timesheet.

b. Before an individual signs any NAWCWPNS 7420/1, a NWC 7400/6 must be completed and on file with the local PSO.

c. Maintain control over reporting of attendance, absence, and labor distribution of all subordinate personnel.

d. Actively assist timekeepers in properly recording time and type codes to ensure correct pay and costing of labor.

e. Validate the work schedule for each employee. If a work schedule change is submitted, be sure the timesheet reflects the correct work schedule. Submit a work schedule change if none was submitted previously.

f. Review all type hour code entries, verifying the employee's work schedule/tour/type shift agree with premium pay entries.

g. Review and initial all correction entries.

h. Submit documentation, properly authorized through the Safety Office and the HRD of continuation of pay for traumatic injury.

i. Personally view the jury summons or other official court documents for court leave absences and forward a copy to the PSO. Forward a certified copy of military orders for military leave absences to the PSO.

j. Retain the approved NAWCWPNS 7410/3 and verify extra time "in" and "out" entries for all overtime or compensatory time recorded.

k. Complete the required yes/no entries for "Last Hour Indicator" (applies only to WG employees) and "Sunday Pay" to ensure employee is paid correctly.

l. Certify the correctness of each timesheet by signing in the appropriate space. The supervisor's signature is authentication for attendance, absence, overtime, and premium/environmental pays.

m. To ensure that timesheet certifications are meaningful, supervisors will verify the accuracy of the timekeeping records by monitoring the attendance of their employees. (This is especially important where potential for fraud may exist; e.g., where the employee is assigned to remote locations separate from the supervisor or timekeeper.) Supervisors should document this monitoring (e.g., telephone verification of attendance) and keep the documentation in T&A files.

4. Timekeeper and Supervisor Administrative Files. Per reference (a), timekeepers and supervisors must maintain payroll type documents at the organization code level for the following:

- a. Copies of hard copy T&A reports (timesheets) for 3 months to 1 year.
- b. Sign-in/sign-out sheets (only required for those employees who do not work a set schedule) for 3 years plus current.
- c. Overtime/compensatory time authorizations for 3 years plus current.
- d. SF-71 for 3 years plus current.
- e. Military orders and court validations for 3 years plus current.
- f. SF-52, Notification of Personnel Action, for as long as the employee is employed in that organization.

5. PSO Responsibilities

- a. Maintain employee payroll files.
- b. Enter all required employee pay data to the Master Employee Record (MER) in a timely manner.
- c. Ensure timely and accurate input of work schedule changes to the MER.
- d. Update all T&A entries for biweekly timesheets in DCPS as required. Verify data entry and pay entitlements.
- e. Retain timekeeping records and supporting documentation for audit purposes as required by regulations.
- f. Establish controls to safeguard and maintain the integrity of electronically transmitted data.
- g. Establish, issue, and maintain controls for security access, including the passwords for electronically transmitted payroll and personnel data.
- h. Process and maintain final clearance forms NAWCWPNS 12300/1, Installation Check-Out Record.
- i. Resolve and respond to all customer inquiries concerning payroll matters and leave status, interfacing with HRD personnel, and with the consolidated Payroll Office in Denver.
- j. Conduct timekeeper training as requested and required.
- k. Process request for advanced leave and special pays.
- l. Perform random audits, biweekly, on all T&A information.

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m. Maintain timekeeper directives, issuing changes to policies and procedures, and to this manual.

6. Availability of Payroll and Leave Information

a. Payroll and leave records for individual employees are administratively confidential. Leave information is restricted by Section 294.1101 of the Civil Service Regulations to "...the employee concerned or, with his or her written consent, to a representative of the employee or any other person that he or she authorizes to have the record." A biweekly leave statement is distributed to departments for employees within their respective groups. Privacy Act information can be released to:

(1) Management on a need-to-know basis, by submitting a memorandum to the local PSO.

(2) Government agencies that, by law, are authorized to have such information.

b. Additional information on timekeeping and leave information is available by contacting the NAWCWPNS PSO.

c. Timekeeping classes are offered through the NAWCWPNS PSO. The PSO will also provide timekeeping classes directly to requesting competencies.